

The University of the State of New York  
**THE STATE EDUCATION DEPARTMENT**

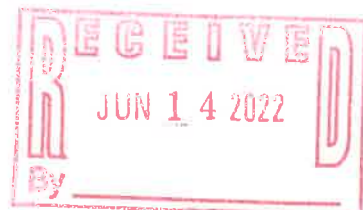
**PROPOSED BUDGET FOR A  
 FEDERAL OR STATE PROJECT  
 FS-10 (03/15)**

= Required Field

Local Agency Information		
<b>Funding Source:</b>	ARP - Homeless Children & Youth Part II	
<b>Report Prepared By:</b>	Karie Mancino	
<b>Agency Name:</b>	Averill Park Central School District	
<b>Mailing Address:</b>	146 Gettle Road, Station #1	
	Street	
	Averill Park	NY 12018
	City	State Zip Code
<b>Telephone # of Report Preparer:</b>	518-674-7068	<b>County:</b> Rensselaer
<b>E-mail Address:</b>	mancinok@apcsd.org	
<b>Project Funding Dates:</b>	3/13/2020 Start	9/30/2024 End

Received  
 MAY 02 2022  
 Office of Accountability

- INSTRUCTIONS**
- Submit the original FS-10 Budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to Grants Finance.
  - The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.
  - An approved copy of the FS-10 Budget will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate and confined to the address field without altering the formatting.
  - For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/>.



SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$2,794
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Bus Drivers #3, #12	hourly rate	\$22.00 @ 126 hrs	\$2,794

PURCHASED SERVICES			
Subtotal - Code 40			\$1,500
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Hotel Room #6	Hampton Inn or Holiday Inn Express	\$150 per night for 10 days	\$1,500

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$2,238
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Store Cards - from Walmart, Target, Hannaford, Walgreens #7	37.00	\$20.00	\$745
Purchase of Supplies - Cabinet #2	1.00	\$243.00	\$243
Purchase of Supplies - pens, pencils, notebooks, calculators #2	50.00	\$10.00	\$500
Purchase of Supplies - food items, breakfast, lunch, snacks #2	50.00	\$10.00	\$500
Purchase of personal care items - brush, shampoo, towels, toothbrush and paste #2	25.00	\$10.00	\$250

Employee Benefits		
Subtotal - Code 80		\$213
Benefit		Proposed Expenditure
Social Security #3, #12		\$213
<b>Retirement</b>	New York State Teachers	
	New York State Employees	
	Other - Pension	
Health Insurance		
Worker's Compensation		
Unemployment Insurance		
Other(Identify)		



CF121  
 ENTRY DATE 06/09/22  
 PROJECT 5218212575  
 SED CODE 491302060000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 ARP HOMELESS II  
 AVERILL PARK CSD

RUN DATE 06/09/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	2,794.00	END DATE	09/30/24
PURCH SERVICES	40	1,500.00	AMENDMENT #	
SUPP & MATERIAL	45	2,238.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	213.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	1.9
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
521821	6,745.00	1,349.00	5,396.00
521820	0.00	0.00	0.00
521819	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>6,745.00</b>	<b>1,349.00</b>	<b>5,396.00</b>

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	05/24/22	06/02/22		
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
060922	574339F	INIT	000	06/22	01	1,349.00	521821	060922			ENT

THIS BUDGET HAS BEEN PROCESSED BY THE NEW YORK STATE  
 EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.



Grants Finance  
Room 510W, Education Building  
Tel. (518) 474-4815

## **Reminder: Record Keeping and Retention**

*This document is intended as a reminder to local agencies on proper record keeping and retention.*

Generally, local agencies must have a proper financial management system in place, along with strong internal controls and written procedures, to properly account for funds received through a grant/grant-contract awarded by NYSED. Additionally, program as well as financial records, including supporting and source documentation, must be maintained and available for review by State and federal representatives or their duly authorized representatives.

In order to meet the requirements of both State and federally funded programs, these records must be kept for a period of six years after the last payment was made unless specified by program requirements or otherwise stated in the grant agreement.<sup>1</sup> Audit or litigation will “freeze the clock” for records retention purposes until the issue is resolved.

Information on records retention may be found in:

- 2 CFR 200.333-337 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for awards made on/after 12/26/14.
- Parts 74 & 80 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 74.53 & 34 CFR 80.42, for federal awards made prior to 12/26/14.
- Part 76 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 76.730-731.
- Records Retention and Disposition Schedules published by the New York State Archives ([http://www.archives.nysed.gov/records/mr\\_retention.shtml](http://www.archives.nysed.gov/records/mr_retention.shtml))

Local agencies must retain records<sup>2</sup> that show the amount of funds by grant, including total cost, how the awardee used the funds, authorizations, obligations, share of costs provided from other sources, as well as compliance with program requirements. In addition, source documents are required to support all transactions entered into the grantee's record keeping system. Source documents that authorize the disbursement of grant funds may consist of purchase orders, contracts, time & effort records, delivery receipts, vendor invoices, travel documentation, and payment documents, including check stubs. More information and examples of the types of documents used to support payment for other types of costs (such as goods, services, travel, utilities, and property leases) may be found in Chapter XII, Section 3 and Section 4.B.1 of the Guide to Financial Operations published by the NYS Office of the Comptroller (<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>).

<sup>1</sup> For projects awarded under a multi-year grant-contract, all project and contract-related documents (including the contract itself as well as the annual budgets) need to be retained for 6 years following the end of the contract.

<sup>2</sup> Please refer to 2 CFR 200.302 for a discussion of how federal awards are to be identified and accounted for in the financial management system. Proper accounting of federal funds will help ensure that appropriate and accurate documentation from this system can be provided if/when needed.