

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		
Funding Source:	CRRSA ESSER II	
Report Prepared By:	Kurt Roth	
Agency Name:	Miller Place School District	
Mailing Address:	7 Memorial Drive	
	Street	
	Miller Place	NY 11764
	City	State Zip Code
Telephone # of Report Preparer:	631-474-2700 ext. 743	County: Suffolk
E-mail Address:	kroth@millerplace.k12.ny.us	
Project Funding Dates:	3/13/20 Start	9/30/13 End

RECEIVED
 JUL 13 2021
 OFFICE OF ACCOUNTABILITY

INSTRUCTIONS
<ul style="list-style-type: none"> • 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 PROFESSIONAL STAFF			
Subtotal - Code 15			\$1,452,324
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Elementary Teacher-2 Year Appt	1.00	\$57745/\$59985	\$117,730
Elementary Teacher-2 Year Appt	1.00	\$57745/\$59985	\$117,730
Elementary Teacher-2 Year Appt	1.00	\$57745/\$59985	\$117,730
Elementary Teacher-2 Year Appt	1.00	\$59931/\$61694	\$121,625
Elementary Teacher-2 Year Appt	1.00	\$57745/\$59985	\$117,730
Elementary Teacher-2 Year Appt	1.00	\$57745/\$59985	\$117,730
Elementary Teacher-2 Year Appt	1.00	\$57745/\$59985	\$117,730
Music Teacher-2 Year Appt	0.20	\$17817/\$17996	\$35,813
Art Teacher-2 Year Appt	0.20	\$11878/\$11997	\$23,875
Physical Education Teacher-2 Year Appt	0.50	\$29696/\$29993	\$59,688
Elementary Teacher ICT-2 Year Appt	1.00	\$57745/\$59985	\$117,730
Elementary Teacher ICT-2 Year Appt	1.00	\$57745/\$59986	\$117,730
Elementary Teacher ICT-2 Year Appt	1.00	\$57745/\$59986	\$117,730
Elementary Teacher ICT-2 Year Appt	0.55	\$117,730	\$65,196
Academic Center Teachers	1714/periods	\$50.50/period	\$86,557

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$84,796
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
School Nurses		242 days/\$175	\$42,458
Custodian	1.00	\$41,027.00	\$41,027
Custodian	0.03	\$41,027.00	\$1,311

PURCHASED SERVICES			
			Subtotal - Code 40
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure

Employee Benefits	
Subtotal - Code 80	
\$273,569	
Benefit	Proposed Expenditure
Social Security	\$117,562
Retirement	New York State Teachers
	\$142,328
	New York State Employees
	\$13,679
Other - Pension	
Health Insurance	
Worker's Compensation	
Unemployment Insurance	
Other(Identify)	

INDIRECT COST	
A.	Modified Direct Cost Base -- Sum of all preceding subtotals(codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds) **Manual Entry
B.	Approved Restricted Indirect Cost Rate
C.	Subtotal - Code 90

For your information, maximum direct cost base = \$1,810,689.00

To calculate Modified Direct Cost Base, reduce maximum direct cost base by the portion of each subcontract exceeding \$25,000 and any flow through funds.

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49			\$151,328.7
Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
IT Support Specialist	Eastern Suffolk BOCES		\$151,328.7

MINOR REMODELING		
		Subtotal - Code 30
Description of Work to be Performed	Calculation of Cost	Proposed Expenditure

Finance: Logged _____

Approved _____

MIR _____

CF121
 ENTRY DATE 10/01/21
 PROJECT 5891212990
 SED CODE 580208020000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CRRSA-ESSER 2
 MILLER PLACE UFSD

RUN DATE 10/01/21

BUDGET DETAIL INFORMATION

PROF SALARY	15	1,452,324.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	84,796.00	END DATE	09/30/23
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	273,569.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	15.7
BOCES SERVICES	49	151,327.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589121	1,962,016.00	392,403.00	1,569,613.00
589120	0.00	0.00	0.00
589119	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	1,962,016.00	392,403.00	1,569,613.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	09/24/21	09/28/21		
INTERIM				
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STA
100121	549454F	INIT	000	10/21	01	392,403.00	589121	092421		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
Fax (518) 486-4899

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.¹ 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)

Local agencies must retain records² 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/>).

¹ 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.

² 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.