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:	EL/ SEC SCH EMERG RELIEF FUND(ESSER)
Report Prepared By:	JANET BOYD
Agency Name:	HERMON DEKALB CENTRAL SCHOOL
Mailing Address:	709 E. DEKALB ROAD (Street)
	DEKALB JCT (City) / NY (State) / 13630 (Zip Code)
Telephone # of Report Preparer:	(315) 347-4920
County:	ST. LAWRENCE
E-mail Address:	JBOYD@HDCSK12.ORG
Project Funding Dates:	3/13/2020 (Start) – 9/30/2022 (End)

RECEIVED
DEC 01 2020
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
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay
Bus Drivers(5)	0.25	$17,518.00
Custodial Worker(2)	1.00	$26,260.00
Food Service Worker(4)	0.83	$13,640.00
Attendance Clerk	0.50	$29,411.00
Security Monitor	0.50	$29,411.00

$149,116
Project Salary
$21,898
$52,520
$45,286
$14,706
$14,706

PURCHASED SERVICES		
		Subtotal - Code 40
Description of Item	Provider of Services	Calculation of Cost
Private School Allocation to purchase a new laptop	Little River Community School	$570.00

$570
Proposed Expenditure
$570

Employee Benefits		
	Subtotal - Code 80	$38,647
Benefit		**Proposed Expenditure**
Social Security		$11,407
Retirement	New York State Teachers	
	New York State Employees	$23,408
	Other - Pension	
Health Insurance		
Worker's Compensation		$3,832
Unemployment Insurance		
Other(Identify)		

CF121
ENTRY DATE 03/22/21
PROJECT 5890212615
SED CODE 511301040000
NYC DOC #

GRANTS FINANCE
PROJECT STATUS REPORT
CARES ACT - ESSERF
HERMON-DEKALB CSD

RUN DATE 03/22/21

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	149,116.00	END DATE	09/30/22
PURCH SERVICES	40	570.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	38,647.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	3.7
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
589021	0.00	0.00	0.00
589020	188,333.00	37,666.00	150,667.00
589019	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	188,333.00	37,666.00	150,667.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED		APPROVED
BUDGET	03/10/21	03/11/21	CONTRACT	
INTERIM				
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
032021	533796F	INIT	000	03/21	01	37,666.00	589020	031021		REL

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

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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 records[2] 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/).

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[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.