

BUDGET NARRATIVE

LEA: Glens Falls Common School District	FOR TITLE: GEER
BEDSCODE: 630918080000	

**** MUST BE SUBMITTED WITH EACH BUDGET IN THE CONSOLIDATED APPLICATION**

If using Transferability, please indicate on the Budget Narrative and FS-10 the amount of funds to be included under transferability in the budget categories where funds will be used. Example: In the Title IIA budget under Code 15 – Transferability - Title I Reading Teacher – FTE.35 - \$15,000.

CODE/ BUDGET CATEGORY	EXPLANATION OF EXPENDITURES IN THIS CATEGORY <i>(as it relates to the program narrative for this title)</i>
Code 15 <i>Professional Salaries</i>	
Code 16 <i>Support Staff Salaries</i>	
Code 40 <i>Purchased Services</i>	
Code 45 <i>Supplies and Materials</i>	<i>The district will provide our families the option to return to full day in-person instruction or to keep their child(ren) at home and participate in remote instruction. As a result of our survey sent home in July some parents expressed wanting to continue to receive educational packets along with remote learning. We will continue to send home packets to families who choose remote learning.</i>
Code 46 <i>Travel Expenses</i>	

CODE/ BUDGET CATEGORY	EXPLANATION OF EXPENDITURES IN THIS CATEGORY (as it relates to the program narrative for this title)
Code 80 Employee Benefits	
Code 90 Indirect Cost	
Code 49 BOCES Services	<i>In order to provide families with varies options (i.e. in-person, blended, and virtual) this will require the district to provide our faculty, staff, parents and students with professional development. The district is working with WSWHE BOCES and Capital Region BOCES to develop this training for all of our stake holders. The district will have professional development days on Tuesday, September 1st, Wednesday, September 2 and Tuesday, September 8th to provide training. Professional develop on these days will include new policies and procedures related to COVID, Right to Know, Social Emotional Learning, Google Classrooms, Remote Learning, etc. Training will be ongoing throughout the school year.</i>
Code 30 Minor Remodeling	
Code 20 Equipment	

*original
03/15/2020*

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:	GEERS (Governor's Education Emerg. Relief)	
Report Prepared By:	Judy Hemingway	
Agency Name:	Glens Falls Common School District	
Mailing Address:	120 Lawrence Street	
	Street	
	Glens Falls,	12801
	City	Zip Code
Telephone # of Report Preparer:	518-792-3231	County: Warren
E-mail Address:	jhemingway@abewing.org	
Project Funding Dates:	3/13/2020 Start	9/30/2022 End

- 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/>.

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$6,000
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Copying Supplies - student packets			\$6,000

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49			\$19,400
Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
Inservice training workshops	WSWHE Boces	varies	\$19,400

BUDGET SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	
Support Staff Salaries	16	
Purchased Services	40	
Supplies and Materials	45	\$6,000
Travel Expenses	46	
Employee Benefits	80	
Indirect Cost	90	
BOCES Services	49	\$19,400
Minor Remodeling	30	
Equipment	20	
Grand Total		\$25,400

Agency Code:

Project #:

Contract #:

Agency Name:

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

_____/_____/_____
Date

Signature

Brian George, SuperIntendent
Name and Title of Chief Administrative Officer

FOR DEPARTMENT USE ONLY

Funding Dates: _____ From _____ To _____

Program Approval: _____ Date: _____

<u>Fiscal Year</u>	<u>First Payment</u>	<u>Line #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Voucher #

First Payment

Geer

P

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

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

Received

MAY 13 2022

Accountability

= Required Field

Agency Name:	Glens Falls Common School District	Warren
Mailing Address:	120 Lawrence Street	County
	Glens Falls, NY 12801	

Agency Code:

Amendment #:

Project Number:

Contract #:

Contact Person:

Tel:

E-mail Address:

INSTRUCTIONS

- Submit the original and two copies directly to the same State Education Department office where budget was mailed. DO NOT submit this form to Grants Finance.
- This form need only be submitted for budget changes that require prior approval as follows:
 - Personnel positions, number and type
 - Equipment items having a unit value of \$5,000 or more, number and type
 - Minor remodeling
 - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
 - Any increase in the total budget amount.
- Amendment # at top of this page must be completed.
- If extra room is needed for explanations, expand the rows using the row breaks on the left.
- Do not use the FS-10-A for requesting a project extension.

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, & accurate, & the expenditures, disbursements, & cash receipts are for the purposes & objectives set forth in the terms & conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date: 5/9/2022

Signature: B. Sten

FOR DEPARTMENT USE ONLY

Program Approval: Alexandra Prosser/SF

Date: 6-3-22

Finance:
Logged

Approved

RECEIVED

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
15 - Professional Salaries			
16 - Support Staff Salaries			
40 - Purchased Services			
45 - Supplies & Materials			
46 - Travel Expenses			
80 - Employee Benefits			
90 - Indirect Cost			
49 - Boces Services	Transfer to 20		\$10,882
30 - Minor Remodeling			
20 - Equipment	2 Smart Board mx265 @ \$3025 each, 10 laptops @ \$483.20 each	\$10,882	
ENTER BUDGET >	Total Increase or Decrease:	(+)\$ 10,882	(-)\$ 10,882
	Net Increase or Decrease:	\$ 0	
	Previous Budget Total:	\$ 25,400	
	Proposed Amended Total:	\$ 25,400	

Receiver

P

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

Office of Accountability

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

= Required Field

Agency Name:	Glens Falls Common School	Warren
Mailing Address:	120 Lawrence Street	County
	Glens Falls	

Agency Code:

Amendment #:

Project Number:

Contract #:

Contact Person:

Tel:

E-mail Address:

INSTRUCTIONS

- Submit the original and two copies directly to the same State Education Department office where budget was mailed. DO NOT submit this form to Grants Finance.
- This form need only be submitted for budget changes that require prior approval as follows:
 - Personnel positions, number and type
 - Equipment items having a unit value of \$5,000 or more, number and type
 - Minor remodeling
 - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
 - Any increase in the total budget amount.
- Amendment # at top of this page must be completed.
- If extra room is needed for explanations, expand the rows using the row breaks on the left.
- Do not use the FS-10-A for requesting a project extension.

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, & accurate, & the expenditures, disbursements, & cash receipts are for the purposes & objectives set forth in the terms & conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date: 9/21/22

Signature: Brian Moran

FOR DEPARTMENT USE ONLY

Program Approval: Alexandra Hessler / SF

Date: 10-5-22

Finance: Logged

Approved

RECEIVED

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
15 - Professional Salaries			
16 - Support Staff Salaries			
40 - Purchased Services			
45 - Supplies & Materials	Spent less on Copy Supplies from the original budgeted anticipated expenses.		\$2,680
46 - Travel Expenses			
80 - Employee Benefits			
90 - Indirect Cost			
40 - Boces Services	Spent more on Inservice Training Workshops from 3.13.2020-9.30.2022 than the original anticipated budget.	\$2,680	
30 - Minor Remodeling			
20 - Equipment			
	Total Increase or Decrease:	(+)\$ 2,680	(-)\$ 2,680
	Net Increase or Decrease:	\$ 0	
ENTER BUDGET >	Previous Budget Total:	\$ 25,400	
	Proposed Amended Total:	\$ 25,400	

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Grants Finance, Rm. 510W EB
Albany, New York 12234

**FINAL EXPENDITURE REPORT FOR A
FEDERAL OR STATE PROJECT
FS-10-F Long Form (03/15)**

= Required Field

Local Agency Information

Funding Source: CARES ACT - GEER (25400)

Report Prepared By: Angela Pfeiffer

Agency Name: Glens Falls Common School District

Mailing Address: 120 Lawrence Street

Street

Glens Falls
City

NY
State

12801
Zip Code

Telephone # of
Report Preparer: 518-792-3231

County: Warren

E-mail Address: apfeiffer@abewing.org

INSTRUCTIONS

- For State grants, final expenditure reports are generally due within 30 days after the grant's end date. Reports for federal projects are generally due within 90 days after the grant's end date. See the Grant Award Notice to verify the due date. However, the Department program office may impose an earlier due date.
- Agencies should use only the FS-10-F Long Form to report actual project expenditures.
- Agencies must maintain complete and accurate records and may be requested to provide additional detail to support reported expenditures.
- All encumbrances must have taken place within the grant's approved funding dates, which can be found on the FS-10 or FS-20 budget form and on the Grant Award Notice.
- The Chief Administrator's Certification on the Final Summary page must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- Submit one report with original signature and one copy directly to Grants Finance, New York State Education Department, Room 510W EB, Albany, NY 12234.
- For special legislative projects, submit one report with original signature and two copies, along with a final program narrative report.
- For additional information, please refer to Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$3,320
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
7.8.21	Seeley - Copy Supplies	7732	\$165
8.11.2021	Seeley - Copy Supplies	7779	\$330
5.19.22	Seeley - Copy Supplies	8248	\$42
6.9.22	Seeley - Copy Supplies	8272	\$240
8.16.22	Seeley - Copy Supplies	8359	\$615
9.9.20	Seeley - Copy Supplies	7414	\$342
10.30.20	Seeley - Copy Supplies	7481	\$329
10.31.20	Seeley - Copy Supplies	7503	\$329
2.5.21	Seeley - Copy Supplies	4566	\$329
3.4.21	Seeley - Copy Supplies	7606	\$329
4.14.21	Seeley - Copy Supplies	7636	\$270

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49			\$11,197
Encumbrance Date	Name of BOCES	Check or Journal Entry #	Amount Expended
9.7.2021	Washington-Saratoga-Warren-Hamilton-Essex BOCES - Inservice Training	7839	\$5,203
10.14.2021	Washington-Saratoga-Warren-Hamilton-Essex BOCES - Inservice Training	7884	\$5,994

EQUIPMENT			
Subtotal - Code 20			\$10,883
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
12.7.2021	Tequipment Inc - Smart Boards	153491	\$6,050
11.5.2021	Dell Chromebooks - 21 @ 198.12	22-02583	\$4,833

CF121
 ENTRY DATE 10/19/22
 PROJECT 5895213480
 SED CODE 630918080000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CARES ACT - GEER
 GLENS FALLS COMN SD

RUN DATE 10/19/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/22
PURCH SERVICES	40	0.00	AMENDMENT #	002
SUPP & MATERIAL	45	3,320.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	12.9
BOCES SERVICES	49	11,197.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	10,883.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589521	0.00	0.00	0.00
589520	25,400.00	25,400.00	0.00
589519	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	25,400.00	25,400.00	0.00

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	03/31/21	04/01/21		
FINAL	09/20/22	10/19/22		

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
040721	535241F	INIT	000	04/21	01	5,080.00	589520	033121		PAID
101922	583916F	FINAL	000	10/22	02	20,320.00	589520	101822		ENT

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