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

Office of Accountability

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

= Required Field

**Local Agency Information**

Funding Source: ESSER

Report Prepared By: Kristin Overholt

Agency Name: Clarence Central School District

Mailing Address: 9625 Main Street

Street

Clarence

NY

14031

City

State

Zip Code

Telephone # of  
Report Preparer: 716-407-9109

County: Erie

E-mail Address: [koverholt@clarenceschools.org](mailto:koverholt@clarenceschools.org)

Project Funding Dates: 3/13/2020 9/30/2020  
Start 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/>.

## SALARIES FOR PROFESSIONAL STAFF

Subtotal - Code 15			\$406,692
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Behavioral Classroom Teacher - JC	0.50	\$45,015.00	\$22,508
Family Support Center - KM	1.00	\$50,630.00	\$50,630
Guidance Chair - DF	1.00	\$96,531.00	\$96,531
Behavior Specialist - BD	0.75	\$40,016.00	\$30,012
Psychologist - DD	1.00	\$56,746.00	\$56,746
Guidance Chair - NR	1.00	\$96,867.00	\$96,867
Psychologist - TA	1.00	\$53,398.00	\$53,398

Chargeback  
JES.

## SALARIES FOR SUPPORT STAFF

		Subtotal - Code 16		\$5,006
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary	
Family Support Center - KL	0.23	\$20,859.00	\$5,006	

Rachel Salwa.

**PURCHASED SERVICES**

Subtotal - Code 40

\$5,289

Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Contribution toward afterschool academic support	Amherst Christian Academy teachers	40/hr	\$1,322
Contribution toward afterschool academic support	CHC Learning Center teachers	35/hr <i>Cleaning Supplies?</i>	\$1,322
Contribution toward afterschool academic support	Christian Central Academy Teachers	40/hr	\$2,644

*Need Invoices*

*anything that lapse a year we will need to set up payables →*

**SUPPLIES AND MATERIALS**

Subtotal - Code 45

~~\$41,809~~

41,806 AP

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Chromebooks	30.00	314.8/each	\$9,444
Polycarbonate Dividers		407/each	<del>\$10,348</del>
Contribution toward additional supplies for cleaning and sanitization - St John the Baptist			\$1,522
Contribution toward Chromebooks - St John the Baptist		314.80/Each	4 \$1,122
Contribution toward Chromebooks - Hillside Children's Center		314.80/Each	5 \$1,322
Contribution toward Chromebooks - Nativity Of Blessed Virgin Mary		314.80/Each	16 \$4,829
Contribution toward Chromebooks - St Joseph Collegiate	<i>Handwritten scribble</i>	314.80/Each	5 \$1,322
Contribution toward Chromebooks - St Peter & Paul School		314.80/Each	.5 \$1,322
Contribution toward Microsoft Surface - Mt St Mary Academy		550/each	SSFOR 903 \$2,644
Contribution toward water fountain modification, HVAC UV air purification filters, desk shields, electrostatic sprayers with backpack and battery - Coe High			\$2,644
Contribution toward polycarbonate dividers - St Mary's School		407/each	\$2,644
Contribution toward Chromebooks - St Mary's School		314.80/each	\$2,644

10,345 AP

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U2

U2

Invoice proving

Invoice proving

poly or add chrome books

CF121  
 ENTRY DATE 04/13/21  
 PROJECT 5890210770  
 SED CODE 140801060000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 CARES ACT - ESSERF  
 CLARENCE CSD

RUN DATE 04/13/21

BUDGET DETAIL INFORMATION

PROF SALARY	15	406,692.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	5,006.00	END DATE	09/30/22
PURCH SERVICES	40	5,289.00	AMENDMENT #	
SUPP & MATERIAL	45	41,806.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	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
589021	0.00	0.00	0.00
589020	458,793.00	91,758.00	367,035.00
589019	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>458,793.00</b>	<b>91,758.00</b>	<b>367,035.00</b>

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	04/13/21	04/13/21		
INTERIM				
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAI
041321	535756F	INIT	000	04/21	01	91,758.00	589020	041321		REL

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.<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.