

## INSTRUCTIONS

- This budget tool contains 12 worksheets – 1 for agency information, 1 for each of the 10 budget categories, and 1 for the budget summary. To go to the other worksheets, click on the tabs below.
- Complete all of the green-shaded fields on the Agency Information page and the Budget Summary pages. It is very important that the agency name, agency code and the project number, if available, are accurate.
- To enter budget information for a particular category, select that tab and enter the required data. Dollar amounts in the Project Salary/Proposed Expenditure columns of the worksheets will be automatically subtotaled on the worksheets, and the subtotals will be carried over to the Budget Summary worksheet. Dollar amounts will be rounded automatically to the closest whole number. The subtotals and the Budget Summary will automatically be recalculated if the dollar amounts are changed or new information is added.
- Large amounts of text in the description boxes may not be completely visible. To accommodate extra text, expand the row height by dragging the line below the row number until the row is at the appropriate height.
- On the indirect cost category worksheet, the Maximum Direct Cost Base listed below the chart is the total of codes 15, 16, 40, 45, 46 and 80. To compute the amount in row A. - Modified Direct Cost Base, subtract the portion of each subcontract exceeding \$25,000 and any flow through funds from the Maximum Direct Cost Base. Enter the agency's indirect cost rate as a whole number plus one decimal (2.1%, for example).
- To save the completed budget, select File / Save As, rename the file, select the appropriate location on your computer, and click OK.
- To preview a completed budget, select File / Print and then click the Preview button.
- To print a completed budget, select File / Print and then click OK. Only completed budget pages will print.
- The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- Submit a budget with original signature, copies of the signed budget as specified in the grant application instructions, and grant application materials to the State Education Department office listed in the grant application instructions. Do not submit budgets or grant applications to Grants Finance.
- For additional information about preparing budgets, please refer to Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

= Required Field

Local Agency Information			
<b>Funding Source:</b>	<span style="border: 1px solid black; padding: 2px;">ARP-ESSER 1% State-Level Reserve - Summer</span>		
<b>Report Prepared By:</b>	<span style="border: 1px solid black; padding: 2px;">Kimberly Powers</span>		
<b>Agency Name:</b>	<span style="border: 1px solid black; padding: 2px;">Whitesboro Central School District</span>		
<b>Mailing Address:</b>	<span style="border: 1px solid black; padding: 2px;">65 Oriskany Blvd Suite 1</span>		
	<span style="border: 1px solid black; padding: 2px;">Street</span>		
	<span style="border: 1px solid black; padding: 2px;">Whitesboro</span>	<span style="border: 1px solid black; padding: 2px;">NY</span>	<span style="border: 1px solid black; padding: 2px;">13492</span>
	<span style="border: 1px solid black; padding: 2px;">City</span>	<span style="border: 1px solid black; padding: 2px;">State</span>	<span style="border: 1px solid black; padding: 2px;">Zip Code</span>
<b>Telephone # of Report Preparer:</b>	<span style="border: 1px solid black; padding: 2px;">315-266-3317</span>	<b>County:</b> <span style="border: 1px solid black; padding: 2px;">Oneida</span>	
<b>E-mail Address:</b>	<span style="border: 1px solid black; padding: 2px;"><a href="mailto:kapowers@wboro.org">kapowers@wboro.org</a></span>		
<b>Project Funding Dates:</b>	<span style="border: 1px solid black; padding: 2px;">3/13/2020</span> Start	<span style="border: 1px solid black; padding: 2px;">9/30/2024</span> 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			\$55,440
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Elementary Teachers	3 Teachers @ 80 hours per year for 3 years	\$33/hour	\$23,760
Guidance Counselor	1 Counselors @ 80 hours per year for 3 years	\$33/hour	\$7,920
Secondary Teachers	3 Teachers @ 80 hours per year for 3 years	\$33/hour	\$23,760

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$40,440
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Teacher Assistants	5 TA's @ 80 hours per year for 3 years	\$15/hour	\$18,000
Bus Drivers	3 Drivers @ 40 hours per year for 3 years	\$25/hour	\$9,000
Nurses	2 Nurses @ 80 hours for 3 years	\$28/hour	\$13,440

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

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$10,001
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Snacks for Summer Program	100.00	\$37.97	\$3,797
Art & Music Supplies	100.00	\$62.04	\$6,204

TRAVEL EXPENSES			
Subtotal - Code 46			
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures

Employee Benefits		
		Subtotal - Code 80
Benefit		Proposed Expenditure
Social Security		
Retirement	New York State Teachers	
	New York State Employees	
	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) <b>**Manual Entry</b>	
B.	Approved Restricted Indirect Cost Rate	
C.	Subtotal - Code 90	

For your information, maximum direct cost base = \$105,881.00

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
Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure

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

EQUIPMENT			
Subtotal - Code 20			
Description of Item	Quantity	Unit Cost	Proposed Expenditure



**Finance:** Logged \_\_\_\_\_

Approved \_\_\_\_\_

MIR \_\_\_\_\_