

= Required Field

Local Agency Information			
Funding Source:	2025-2026 Title III Immigrant		
Report Prepared By:	Christina M. Guastella, Funded Programs Administrator		
Agency Name:	Central Islip Union Free School District		
Mailing Address:	50 Wheeler Road		
	[Redacted]		
	Central Islip	New York	11722
	City	State	Zip Code
Telephone # of Report Preparer:	(631) 348-5000 ext 1017	County: Suffolk	
E-mail Address:	CGuastella@centralislip.k12.ny.us		
Project Funding Dates:	9/1/2025 Start	8/31/2026 End	
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/. 			

RECEIVED

Received

DEC -1 2025

SEP 18 2025

Office of Accountability

SALARIES FOR PROFESSIONAL STAFF

Subtotal - Code 15			\$42,672
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Summer Immigrant Program			
1 administrator will be on-site to support teachers providing newcomer students' academic needs and teachers' program needs; administrator will lead family workshops during program hours	3 hours per session x 14 sessions (planning session included)	\$80.00 per hour	\$3,360
13 teachers focusing on native and new language literacy instruction	3 hours per session x 14 sessions (planning session included)	\$72.00 per hour	\$39,312

SALARIES FOR SUPPORT STAFF

Subtotal - Code 16			\$2,856
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Summer Immigrant Program			
1 Registered Nurse will support the Summer Immigrant Program; student health and safety needs	3 hours per session x 14 sessions (planning session included)	\$68 per hour	\$2,856

Employee Benefits			
		Subtotal - Code 80	\$2,823
Benefit		Proposed Expenditure	
Social Security		\$2,823	
Retirement	New York State Teachers		
	New York State Employees		
	Other - Pension		
Health Insurance			
Worker's Compensation			
Unemployment Insurance			
Other(Identify)			

CF121
 ENTRY DATE 11/25/25
 PROJECT 0149263155
 SED CODE 580513030000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 TITLE IIIA IMMIGRANT EDUCATION
 CENTRAL ISLIP UFSO

RUN DATE 11/25/25

BUDGET DETAIL INFORMATION

PROF SALARY	15	42,672.00	BEGIN DATE	09/01/25
NON PROF SALARY	16	2,856.00	END DATE	08/31/26
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	2,823.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	2.0
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
014926	0.00	0.00	0.00
014925	48,351.00	9,670.00	38,681.00
014924	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	48,351.00	9,670.00	38,681.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	APPROVED
BUDGET	11/07/25	11/24/25	CONTRACT
INTERIM			
FINAL			

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
112525	680854F	INIT	000	11/25	01	9,670.00	014925	112525			ENT

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

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.