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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: ARP

Report Prepared By: Kevin J. Polunci

Agency Name: Hudson Falls CSD

Mailing Address: PO Box 710

Street

Hudson Falls

NY

12839

City

State

Zip Code

Telephone # of
Report Preparer: (518) 681-4110

County: Washington

E-mail Address: kpolunci@hfcasd.org

Project Funding Dates: 3/13/2020 9/30/2024
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			\$1,645,171
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Occupational Therapy	1.00	\$72,832	\$218,496
Physical Therapy	1.00	\$72,832	\$218,496
AP/SEL	1.00	\$102,154	\$102,154
Building Substitute Teachers	6.00	131,837.50	\$791,025
Department Chair Liasion (5)	5.00	\$15,000	\$45,000
Teachers Home Visits (2000 visits per year @ \$45/hr over three year period)	6000.00	\$90,000	\$270,000

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SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$160,806
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Social Workers Associate <i>3 years</i>	1.00	\$53,602.00	\$160,806

PURCHASED SERVICES			
Subtotal - Code 40			\$1,281,805
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
21st Century	St. Annes	\$90,000/yr(3)	\$270,000
District Wide Window Replacement	Per Quote from Architect	761,805 Contract	\$761,805
Districtwide painting	5.00	83,333.33 year(3)	\$250,000

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$399,924
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Sensory/Therapy Upgrades (5 per year over three years)	5.00	\$2,000.00	\$30,000
Various supplies by grade level (Haggerty Phonics, Flyleaf publishers, Heineman Benchmark, UoS Phonics, Fountas & Pinnell, Fidgets, Read Live Books, Red Kit, Take home book sets, Classroom Library's, Extension Cords, World Language sixth grade, Target Language easy readers, Calculators, Freshman Seminars, Content Learning labs)	26.00	\$4,742.61 per grade per year (3)	\$369,924

Employee Benefits		
Subtotal - Code 80		\$24,099
Benefit		Proposed Expenditure
Social Security		\$24,099
Retirement	New York State Teachers	
	New York State Employees	
	Other - Pension	
Health Insurance		
Worker's Compensation		
Unemployment Insurance		
Other(Identify)		

EQUIPMENT			
Subtotal - Code 20			\$250,000
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Playground Equipement (KC, IS, PS)	5.00	\$50,000.00	\$250,000

CF121
 ENTRY DATE 03/02/22
 PROJECT 5880213520
 SED CODE 641301060000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP ESSER 3
 HUDSON FALLS CSD

RUN DATE 03/02/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	1,645,171.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	160,806.00	END DATE	09/30/24
PURCH SERVICES	40	1,281,805.00	AMENDMENT #	
SUPP & MATERIAL	45	399,924.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	24,099.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	9.1
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	250,000.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588021	3,761,805.00	376,180.00	3,385,625.00
588020	0.00	0.00	0.00
588019	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	3,761,805.00	376,180.00	3,385,625.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	APPROVED
BUDGET	02/18/22	02/24/22	CONTRACT
INTERIM			
FINAL			

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
030222	564543F	INIT	000	03/22	01	376,180.00	588021	030222		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.