

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:	CRRSA ESSER 2	
Report Prepared By:	Mitchell Toleson	
Agency Name:	Port Byron Central School District	
Mailing Address:	30 Maple Avenue	
	Street	
	Port Byron	NY 13140
	City	State Zip Code
Telephone # of Report Preparer:	315-776-5728 ext. 1327	County: Cayuga
E-mail Address:	<a href="mailto:mtoleson@pbcschools.org">mtoleson@pbcschools.org</a>	
Project Funding Dates:	7/1/21	6/30/23
	Start	End

RECEIVED  
JUL 08 2021  
OFFICE OF ACCOUNTABILITY

**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/>.

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PORT BYRON C.S.D.  
TREASURER

**SALARIES FOR PROFESSIONAL STAFF**

			Subtotal - Code 15	\$492,616
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary	
AIS Math Teacher Yr 1	1.00	\$72,189	\$72,189	
AIS Math Teacher Yr 2	1.00	\$74,200	\$74,200	
Mental Health Therapist #1 Yr1	1.00	\$61,487	\$61,487	
Mental Health Therapist #1 Yr 2	1.00	\$63,393	\$63,393	
Mental Health Therapist #2 Yr1	1.00	\$60,134	\$60,134	
Mental Health Therapist #2 Yr 2	1.00	\$61,637	\$61,637	
Music Teacher Yr 1	1.00	\$49,432	\$49,432	
Music Teacher Yr 2	1.00	\$50,144	\$50,144	

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$44,238
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
AIS Math Teaching Assistant Yr #1	1.00	\$21,874.00	\$21,874.00
AIS Math Teaching Assistant Yr #2	1.00	\$22,364.00	\$22,364.00

Employee Benefits		
Subtotal - Code 80		\$222,193
Benefit		Proposed Expenditure
Social Security		\$7,988
Retirement	New York State Teachers	\$28,440
	New York State Employees	\$39,957
	Other - Pension	
Health Insurance		\$145,808
Worker's Compensation		
Unemployment Insurance		
<b>Other(Identify)</b>		

CF121  
 ENTRY DATE 08/24/21  
 PROJECT 5891210300  
 SED CODE 051101040000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 CRRSA-ESSER 2  
 PORT BYRON CSD

RUN DATE 08/24/21

BUDGET DETAIL INFORMATION

PROF SALARY	15	492,616.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	44,238.00	END DATE	09/30/23
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	222,193.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	3.2
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
589121	759,047.00	151,809.00	607,238.00
589120	0.00	0.00	0.00
589119	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>759,047.00</b>	<b>151,809.00</b>	<b>607,238.00</b>

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	08/16/21	08/19/21		
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
082421	546150F	INIT	000	08/21	01	151,809.00	589121	081621			ENT

*pd*  
*08/21/21*  
 FW 0000.00.00, 74289.589122  
 CRRSA ESSER Federal Aid

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/>).

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<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.



Grants Finance, Room 510W, Education Building, Albany, NY 12234  
 Tel. (518) 474-4815 Fax (518) 486-4899  
 Email: GRANTSWEB@NYSED.GOV

<b>Grant Award Recipient</b>  SUPERINTENDENT PORT BYRON CSD 30 MAPLE AVE PORT BYRON, NY 13140-9647	<b>Date</b> 08/19/21
	<b>Project Number</b> 5891210300
	<b>Agency Code</b> 051101040000
<b>Funding Source</b> CRRSA-ESSER 2	<b>DUNS Number</b> 100056712
<b>CFDA Index Number</b> 84425D	<b>Law</b> PL 116-260 CRRSA ACT
<b>Federal Award Identification Number (FAIN)</b> S425D210022  THE PROJECT MAY BE PAID FROM OTHER AWARDS WITH DIFFERENT FAINS DEPENDING ON PERIOD OF AVAILABILITY OF FEDERAL FUNDS AND THE APPROVED PROJECT PERIOD.	<b>Regulations</b> EDGAR & 2CFR AS APPLIC.
	<b>Commissioner's Regulations</b> NA
<b>Federal Award Date</b> 01/06/21 THIS FEDERAL AWARD IS NOT FOR RESEARCH AND DEVELOPMENT.	<b>Maximum Indirect Cost Rate</b> SUB-RECIPIENT HAS AN ANNUAL NEGOTIATED INDIRECT COST RATE W/NYSED (THE PASS THROUGH ENTITY)
<b>Federal Awarding Agency</b> US DEPT OF ED.	<b>Funding Dates/Period of Performance</b> 03/13/20-09/30/23
<b>Approved Budget Total*</b> \$759,047 *IF THE SUB-AWARD IS \$25,000 OR MORE, IT IS SUBJECT TO REPORTING REQUIREMENTS UNDER FEDERAL FUNDING AND TRANSPARENCY ACT (FFATA) OF 2006.	<b>First Payment</b> \$151,809
	<b>Final Report (FS-10-F Long Form) Due</b> 12/29/23
<b>SED Fiscal Contact</b>  SARAH MARTIN (518)474-4815	<b>SED Program Contact</b>  ERICA MEAKER  (518)473-0295

It is the sub-recipient's responsibility to conduct activities in accordance with applicable statutes, regulations, policies, terms, conditions and assurances. All grants are subject to further review, monitoring and audit to ensure compliance. The Department has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.

In accordance with Section 41 of the State Finance Law, the State shall have no liability under this grant to the grantee or to anyone else beyond funds appropriated and available for this grant. The approved budget (FS-10) will be sent under separate cover. Please retain this document with your files.