

PUTTING STUDENTS FIRST



Overview of Mid-Year Aid Cuts, and Items to Review Under the 2020-21 Claim Forms and ST-3 to Maximize Aid

August 26, 2020
Coffee Talk

The Current Financial Condition of NYS and its Impact on State Aid

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- The 2020-21 Enacted Budget granted DOB the authority to reduce aid to localities to ensure a balanced budget
 - Budget is considered out of balance if Actual Tax Receipts are less than 99% of Estimated Tax Receipts, or Actual Disbursements are more than 101% of Estimated Disbursements during any of the following measurement periods:
 - **April 1st thru April 30th**
 - **May 1st thru June 30th**
 - **July 1st thru December 31st**

The Current Financial Condition of NYS and its Impact on State Aid

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- On August 13th, the NYS Division of Budget released the first quarterly update on the State Budget Financial Plan which reflects the following declines in comparison to the Executive Budget Financial Plan FY 2021 (released February 24th):
 - ▣ \$14.5 billion General Fund revenue decline
 - ▣ 15.3% All Funds tax receipts decline
 - ▣ Overall the state is estimating a total loss of \$62 billion through FY 2024 as a result of the COVID-19 health crisis

The Current Financial Condition of NYS and its Impact on State Aid

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- The updated financial plan includes \$8.2 billion in recurring local aid reductions to offset the revenue loss
- The State reduced spending through June by nearly \$4 billion (compared to FY 2020 spending over the same period) by taking the following measures:
 - Freeze on hiring, new contracts, and pay raises
 - Temporarily withholding 20% of aid payments due to localities
 - For July and August, DOB only approved General Support for Public Schools (GSPS) aid payments to school districts (including 3609-a General Aid, 3609-b Excess Cost Aid, and 3609-d BOCES Aid payments) at 80%
 - Temporary withholdings may become permanent if unrestricted federal funds are not received in a timely manner
 - DOB plans to provide a detailed “Aid-to-Localities Reduction Plan” towards the end of the second quarter of the State’s FY 2021

2019-20 Aid Payments

Click on the OUTPUT REPORT or DATA DISPLAY that you would like to view or print from the list below. There is a 'link' at the bottom of each page of the OUTPUT REPORT or DATA DISPLAY.

2020-2021 LEGISLATIVE BUDGET

- [2020-21 State Aid Projections based on the Legislative Budget](#)
- [2020-21 State Aid Projections Foundation Aid](#)
- [2020-21 State Aid Projections Excess Cost for Students w/ Disabilities and UPREK](#)
- [2020-21 State Aid Projections BOCES, Transportation and Summer Trans Aid](#)
- [2020-21 State Aid Projections Building Aid](#)
- [2020-21 State Aid Projections Building Reorganization Incentive Aid](#)
- [2020-21 State Aid Projections Full Day K, Inst Mat, Op Reorg Incentive Aid](#)
- [2020-21 State Aid Projections Transitional Aid for Charter School Payment](#)
- [2020-21 State Aid Projections Special Services Aids for Non-Comp of BOCES](#)
- [2020-21 State Aid Projections Combined Fixed and Indiv Payment Schedule](#)
- [Definitions and Explanation of Aids Displayed](#)



2020-2021 EXECUTIVE BUDGET PROPOSAL

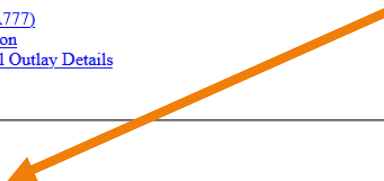
- [2020-21 Executive Budget School Aid Estimate](#)
- [Definitions and Explanation of Aids Displayed](#)

STATE AID CLAIM REPORTS

- [Available from the SAMS State Aid Claim Page](#)
- [2018-2019 SCHOOL YEAR FISCAL REPORTS](#)
- [2017-2018 SCHOOL YEAR FISCAL REPORTS](#)
- [2016-2017 SCHOOL YEAR FISCAL REPORTS](#)
- [2015-2016 SCHOOL YEAR FISCAL REPORTS](#)
- [2014-2015 SCHOOL YEAR FISCAL REPORTS](#)
- [2013-2014 SCHOOL YEAR FISCAL REPORTS](#)
- [2012-2013 SCHOOL YEAR FISCAL REPORTS](#)
- [2011-2012 SCHOOL YEAR FISCAL REPORTS](#)
- [2010-2011 SCHOOL YEAR FISCAL REPORTS](#)

IMPORTANT INFORMATION ABOUT BUILDING AID

- [2019-20 Aidable Debt Service for projects with debt still outstanding as of 7-1-2002](#)
The above Retro Bond Information link temporarily will redirect users to the 2018-19 BOND LEVEL INFORMATION until the 2019-20 BOND LEVEL INFORMATION page is available.
- [State Aid Building Project Status Report \(SA777\)](#)
- [District Level Prospective Projects Information](#)
- [District Level Assumed Amortization Capital Outlay Details](#)
- [District Level EXCEL Cover Sheet](#)



STATE AID PAYMENT CERTIFICATES

- [PAYMENT Cert Page](#)

STATE AID PAYMENT CERTIFICATES

2019-20 END OF SCHOOL YEAR FISCAL REPORTS

- [2019-20 State Aid Payments End of Year Report](#)
-

DECEMBER 1, 2019 PAYMENT SCHEDULE PROJECTIONS

- [2019-20 Combined Fixed & Individualized Payment Schedule](#)
- [Explanation of Payments Displayed](#)

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2020 - 2021 SCHOOL YEAR CERTIFICATES


- [2020-21 July Deferred Building Aid Cert](#)
-

2019 - 2020 SCHOOL YEAR CERTIFICATES

- [2019-20 Lottery Aid Cert](#)
 - [2019-20 Teachers Retirement System Cert](#)
 - [2019-20 VLT Lottery Grant](#)
 - [2019-20 Commercial Gaming Grant](#)
 - [2019-20 STAR Aid Cert](#)
 - [2019-20 General Aid Cert - October to December](#)
 - [2019-20 General Aid Cert - January to May](#)
 - [2019-20 General Aid Spring Advance Cert](#)
 - [2019-20 General Aid End of State Fiscal Cert](#)
 - [2019-20 June General Aid Cert](#)
 - [2019-20 Textbook, Software, Library Materials, Hardware Cert](#)
 - [2019-20 Excess Cost Aid Cert](#)
 - [2019-20 STAC 4408 Cert \(Summer School\)](#)
 - [2019-20 STAC Chapter Tuition Aid Cert](#)
-

July Deferred Building Aid Payment Certification

District Code:
Vendor ID : 1000002457
Pay Amt (80%) **: \$107,296.00
Payment Date: July 2020



2020-21 CERTIFICATE OF STATE AID FOR EDUCATION

2020-21 Building Aid

PURSUANT TO CHAPTER 57 OF THE LAWS OF 2007 REGARDING THE 2019-20 ASSUMED DEBT SERVICE:

PROSPECTIVE EXPENSES FOR THE INITIAL 2020-21 AID PAYMENT IN JULY 2020 ARE EXPENSES FOR BUILDING PROJECTS WITH COMMISSIONER APPROVAL BY 12/31/18 AND NOTIFICATION OF A SIGNED CONSTRUCTION CONTRACT AWARD ON FILE WITH THE DEPARTMENT AFTER THE **NOVEMBER 2018 DATABASE**. IN ADDITON, PURSUANT TO CHAPTER 97 OF THE LAWS OF 2011, PROSPECTIVE BUILDING PROJECTS WITH COMMISSIONER APPROVAL DATES ON OR AFTER 7/1/2011 ARE SUBJECT TO ADDITIONAL ELIGIBILITY REQUIREMENTS.

HOWEVER, PURSUANT TO THE ENACTED 2020-21 STATE BUDGET, ONLY PROSPECTIVE BUILDING PROJECTS FOR WHICH SED NOTIFICATION OF SIGNED CONTRACTS WAS ON FILE BY THE NOVEMBER 2019 DATABASE WILL BE ELIGIBLE FOR AN INITIAL AID PAYMENT IN THE 2020-21 AID YEAR. PROJECTS ELIGIBLE FOR THE DEFERRED PAYMENT WITH SIGNED CONTRACTS ON FILE BY THE NOVEMBER 2019 DATABASE WILL RECEIVE A PAYMENT IN JULY 2020.

PURSUANT TO CHAPTER 57 OF THE LAWS OF 2007 REGARDING THE 2018-19 ASSUMED DEBT SERVICE: PROSPECTIVE EXPENSES FOR THE INITIAL 2020-21 AID PAYMENT IN JULY 2020 ARE EXPENSES FOR BUILDING PROJECTS WITH COMMISSIONER APPROVAL BY 12/31/17 AND NOTIFICATION OF A SIGNED CONSTRUCTION CONTRACT AWARD ON FILE WITH THE DEPARTMENT AFTER THE **NOVEMBER 2018 DATABASE A** BEFORE 7/1/19.

2019-20 Certificate of Excess Cost Aid for Students with Disabilities

1. TOTAL EXCESS COST AID (less Estimated or calc)	\$21,016,290.00
2. State Share Medicaid paid by DOH for Period 1	\$170,422.00
3. Total Overpayments deducted	\$0.00
4. Transparency Withhold Amount for December***	\$0.00
5. December Net Payment (Line 1 X 25% minus St Sh Med,O/P's & WD)	\$5,083,650.50
6. Check Date	12/13/2019
7. TOTAL EXCESS COST AID (less Estimated or calc)	\$20,760,403.00
8. State Share Medicaid paid by DOH for Period 2	\$188,702.00
9. Total Overpayments deducted	\$0.00
10. Transparency Withhold Amount for March***	\$0.00
11. March Net Payment (Line 7 X 70% minus prev EC, St Sh Med & O/P's)	\$9,089,507.60
12. Check Date	03/13/2020
13. TOTAL EXCESS COST AID (less Estimated or calc) As of May 2019 dBase	\$21,016,290.00
14. State Share Medicaid paid by DOH for Period 3	\$157,393.00
15. State Share Medicaid Reimbursement amount	\$0.00
16. APFR deducted	\$0.00
17. Total Foster Care deducted	\$0.00
18. Total Overpayments deducted	\$0.00
19. Transparency Withhold Amount for June***	\$0.00
20. June Net Payment (Line 13 X 85% minus prev EC,St Sh Med,FC,O/P's & WD)	\$3,174,171.40
21. Check Date	06/24/2020
22. Est Accrued Aug Excess Cost payment as of June (Line 13 X 100% minus total of previous deducts & Net EC paid)	\$3,152,443.50
23. Est Accrued Sept Ex Cost as of June (Act - Est)	\$31,629.00
24. TOTAL EXCESS COST AID (less Estimated or calc)	\$21,016,290.00
25. State Share Medicaid paid by DOH for Period 4	\$8,544.00
26. Total Foster Care deducted	\$0.00
27. Total Overpayments deducted	\$0.00
28. Transparency Withhold Amount for August***	\$0.00
29. August Net Payment (Line 24 X 100% minus prev EC,St Sh Med,FC,O/P's & W/D)	\$3,143,899.50
30. August Check amount (Line 29 X 80%)****	\$2,515,119.60
31. Check Date	08/18/2020
32. Est accrued Sept Excess Cost as of August (Act - Est)	\$100,427.00

Deposit will take place sometime during the payment day and funds will be available the following day.

(ST-3 Code A3101 Basic Formula Aid - Excess Cost Only)

August Excess Cost Aid Payment Certification

Assume 80% of
September Payment
as well

2019-20 CERTIFICATE OF STATE AID FOR EDUCATION

THIS IS A SUMMARY OF YOUR CURRENT 2019-20 GENERAL AID PAYMENTS

June General Aid Payment Certificate

1. Total General Aids Payable (recalculated @ June)	\$35,352,497.00
2. Payments	
Lottery VLT Grant	\$1,718,610.04
TRS Payments (Sep,Oct,Nov)	\$2,262,779.37
Lottery Operating Aid incl Advances paid in June '19	\$4,350,924.54
Ch 59 Laws 2018 SA-1 Accruals	\$0.00
Rochester Accrual (Ch 94 Laws 2002)	\$0.00
Public Pension Accrual (Ch 59 L2018)	\$0.00
Gross Gen Aid Payments (10/15/19-03/31/20)	\$14,559,582.83
Gross Sustaining Spring Advance (3/31/20)	\$2,246,685.01
End of State Fiscal Year Payment(3/31/20)	\$3,024,724.43
April Payment Amount	\$1,711,289.80
May Payment Amount	\$3,957,974.80
Commercial Gaming	\$197,375.80
3. June Balance Due	\$1,322,550.38
Add: a. Full Day K	\$0.00
b. Transparency Withhold Refunded**	\$0.00
Less: c. Dormitory Authority - Special Acts	\$0.00
d. Rome & Batavia Tuition	\$0.00
e. Part 1 Dormitory Authority	\$0.00
f. Overpayments	\$0.00
g. APPR Deduction	\$0.00
h. June Transparency Withhold**	\$1,322,550.38
4. Net June Gen Aid Payment Amount (June 2020)	\$0.00
5. July 2019 Prospective Building Aid Payment	\$0.00
6. Estimated Grand Total Gen Aids for Sept (@ June)	\$35,352,497.00
7. Total General Aid Payments thru June	\$35,352,497.00
8. Estimated September Accrued Revenue	\$0.00

Transparency
Withhold

2019-20 SCHOOL YEAR AID PAYMENT SUMMARY

DIST CODE:

VENDOR ID:

DIST NAME:

SUMMARY OF 2019-20 GENERAL AID PAYMENTS

TOT GEN AID CASH PAY (A3101)	\$25,015,648.09
GENERAL AID ADVANCES (A3101)	\$.00
LOTTERY AID (A3102)	\$4,350,924.54
LOTTERY AID ADVANCES (A3102)	\$.00
LOTTERY VLT (A3102)	\$1,718,610.04
COMMERCIAL GAMING (A3102)	\$197,375.80
TOTAL NONCASH (A3101)	\$2,262,779.37

GENERAL AID PAID THRU 6/30/20	\$33,545,337.84
ESTIMATED SEPT 1, 2020 TOTAL	
GENERAL AID AS OF 6/01/20:	\$35,352,497.00

Actual Total Difference
of \$1,807,159.16 not
\$1,322,550.38

Assume Reductions to other 2019-20 Payments

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- September BOCES payment
- September General Aid payment
- September Excess Cost Aid payment

2020-21 Aid Payments

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We recently posted upcoming due date reminders for the end of this month thru the beginning of September. Visit our website to view these reminders:
questar.org/2020/08/24/upc...



Upcoming ...

BOCES

General Business Office/Planning/Budget

- Property Tax Cap
 - 2020-21 Capital Levy Exclusion/Property Tax Cap Worksheet – January 2020
 - New York's Tax Levy "Cap" Formula – January 2016
 - The Three Tax Levy Numbers – January 2016
 - Today's Contingent Budgets – January 2016
- Budget and Other
 - June 2020 Budget Vote and BOE Elections Calendar – May 2020*
 - 2020-21 Sample Budget Calendar – October 2019
 - 2020-21 Sample Budget Deadlines and Actions – October 2019
 - Cash Flow Template – March 2020
 - Cash Flow Projecting Tutorial – March 2020
 - Reserve Funds Chart – June 2019
 - Mandates & Mandate Relief – February 2015
 - Public Employee Pensions in New York State – February 2015

Cash Flow Template

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Cash Flow Projection								
ESTIMATED RECEIPTS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	
Real Property Taxes								
State Aid								
Tuition								
Short-Term Borrowings								
Repayment of Advances								
All Other								
Total Estimated Receipts	-	-	-	-	-	-	-	-
ESTIMATED DISBURSEMENTS								
Payrolls								
Employee Benefits								
Debt Service								
Short-Term Borrowings Repaid								
Advances to Other Funds								
All Other								
Total Estimated Disbursements	-	-	-	-	-	-	-	-
Cash Balance Changes	-	-	-	-	-	-	-	-
Estimated Closing Cash	-	-	-	-	-	-	-	-

SAMPLE CSD

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STATE AID CLAIM REPORTS

- [Available from the SAMS State Aid Claim Page](#)

2020-21 STATE AID PROJECTIONS
COMBINED FIXED AND INDIVIDUALIZED PAYMENT SCHEDULE

DISTRICT CODE:
DISTRICT NAME:

SEE NOTE BELOW

TOTAL 2020-21 EST AID	8,706,109
-FULL DAY K PAYABLE IN JUNE21	0
-BLDG AID DEFERRED TO JULY 20	0
-AID TO BOCES ON BEHALF OF DT	781,493
-EX CST AIDS PAYABLE, S.3609B	534,537
-AID NOT PD VIA S.3609A SCHD	37,255
-OTHER AID NOT PD VIA S.3609A	406,744
-VLT LOTTERY GRANTS	319,806
-COMMERCIAL GAMING GRANTS	54,936
20-21 S.3609A GNRL AID DUE DST	6,571,338
NET CONTRIBUTIONS TO TRS	324,530
DIRECT PAYMENT TO TRS	0
NET AID FOR FIXED PAYMENTS	6,246,808
NET LOTTERY AR AID PAYMENT	545,073
LOTTERY AID NOT PAYABLE	0
OCT. (NET AID*.125)-LOTT	235,778
NOV.(NET*.1875)-LOTT-OCT	390,425
DEC.(NET*.25)-LOTT-OCT-NOV	390,426
BAL 20-21 S.3609A AID DUE	4,685,106
BASIC DATA FOR MONTHLY PYMNTS:	
A. 19-20 TOT GEN FUND EXP	10,996,686
B. 19-20 NON 3609A GEN FD AIDS	1,640,321
C. 19-20 TRS OBLIGATION	375,000
D. 19-20 BLDG DEBT SERVICE	1,396,980
E. 20-21 BLDG DEBT SERVICE	1,396,980
F. 20-21 LOTT + FIXED PYMTS	1,561,702
G. NET TGFE FOR INDV PYMTS	7,419,663
PAYMENTS BY MONTH:	
H. JANUARY (BAL-.5G)	975,274
I. FEBRUARY (BAL-H-.4G)	741,966
J. MARCH (BAL-H-I-.3G)	741,967
SUBTOTAL THRU MARCH	4,345,439
MARCH REDUCTION TO ADD TO JUNE	0
BALANCE FOR SPRING PAYMENTS	2,225,899
PRELIMINARY SPRING PAYMENTS:	
K. APRIL (BAL-H-I-J-.2G)	741,966
L. MAY (BAL-H-I-J-K-.1G)	741,966
M. JUNE (BAL-H-I-J-K-L)	741,967
BAL FOR SPRING BEFORE ADV, ADJ	2,225,899
3/21 SUSTN ADV PYMT	418,191
JUNE ADJUSTMENT TO ADD TO MAR.	612,300
SUBTOTAL INCL SUSTN ADV	5,375,930
% PAID TO DATE	81.80
NET APRIL PAYMENT	323,775
NET MAY PAYMENT	741,966
NET JUNE PAYMENT - PREPYMT	129,667
ACTUAL S3609A PYMTS APR-JUN 21	1,195,408

Combined Fixed and Individualized Payment Schedule

Enacted Budget

SEE NOTE BELOW

TOTAL 2020-21 EST AID	8,706,109
-FULL DAY K PAYABLE IN JUNE21	0
-BLDG AID DEFERRED TO JULY 20	0
-AID TO BOCES ON BEHALF OF DT	781,493
-EX CST AIDS PAYABLE, S.3609B	534,537
-AID NOT PD VIA S.3609A SCHD	37,255
-OTHER AID NOT PD VIA S.3609A	406,744
-VLT LOTTERY GRANTS	319,806
-COMMERCIAL GAMING GRANTS	54,936
20-21 S.3609A GNRL AID DUE DST	6,571,338
NET CONTRIBUTIONS TO TRS	324,530
DIRECT PAYMENT TO TRS	0
NET AID FOR FIXED PAYMENTS	6,246,808
NET LOTTERY AR AID PAYMENT	545,073
LOTTERY AID NOT PAYABLE	0
OCT. (NET AID*.125)-LOTT	235,778
NOV. (NET*.1875)-LOTT-OCT	390,425
DEC. (NET*.25)-LOTT-OCT-NOV	390,426
BAL 20-21 S.3609A AID DUE	4,685,106

2020-21 ESTIMATED AIDS:

FOUNDATION AID	5,509,611
FULL DAY K CONVERSION	0
UNIVERSAL PRE-KINDERGARTEN	406,744
BOCES	781,493
SPECIAL SERVICES	0
HIGH COST EXCESS COST	15,943
PRIVATE EXCESS COST	0
HARDWARE & TECHNOLOGY	7,100
SOFTWARE, LIBRARY, TEXTBOOK	30,155
TRANSPORTATION INCL SUMMER	644,078
BUILDING + BLDG REORG INCENT	1,310,985
OPERATING REORG INCENTIVE	0
CHARTER SCHOOL TRANSITIONAL	0
ACADEMIC ENHANCEMENT	0
HIGH TAX AID	0
SUPPLEMENTAL PUB EXCESS COST	0
PANDEMIC ADJUSTMENT	-176,988
SUBTOTAL	8,529,121
FEDERAL CARES RESTORATION	176,988
TOTAL	8,706,109
COMMUNITY SCHOOLS SETASIDE	100,000

STATE AID PAYMENT CERTIFICATES

2019-20 END OF SCHOOL YEAR FISCAL REPORTS

- [2019-20 State Aid Payments End of Year Report](#)



DECEMBER 1, 2019 PAYMENT SCHEDULE PROJECTIONS

- [2019-20 Combined Fixed & Individualized Payment Schedule](#)
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2020 - 2021 SCHOOL YEAR CERTIFICATES

- [2020-21 July Deferred Building Aid Cert](#)
-

2019-20 SCHOOL YEAR AID PAYMENT SUMMARY

DIST CODE:
DIST NAME:

SUMMARY OF 2019-20 GENERAL AID PAYMENTS

TOT GEN AID CASH PAY (A3101)	\$5,620,805.20
GENERAL AID ADVANCES (A3101)	\$.00
LOTTERY AID (A3102)	\$606,100.06
LOTTERY AID ADVANCES (A3102)	\$.00
LOTTERY VLT (A3102)	\$326,132.44
COMMERCIAL GAMING (A3102)	\$37,455.06
TOTAL NONCASH (A3101)	\$376,015.24

GENERAL AID PAID THRU 6/30/20	\$6,966,508.00
ESTIMATED SEPT 1, 2020 TOTAL	
GENERAL AID AS OF 6/01/20:	\$6,966,508.00

2019-20 GENERAL AID PAYMENT DETAIL

GENERAL AID CHECK AMOUNTS

NONCASH REVENUES

JUL 19	\$.00	TRS PAYMENTS (SEP, OCT, NOV)	\$376,015.24
OCT 19	\$189,615.60	ROME/BATAVIA DEDUCTED	\$.00
NOV 19	\$397,857.83	DORMITORY AUTHORITY	\$.00
DEC 19	\$362,947.08	OVERPAYMENTS DEDUCTED	\$.00
JAN 20	\$1,182,044.47	CHARTER SCHOOL INTERCEPTS	\$.00
FEB 20	\$697,503.44	MBBA INTERCEPTS	\$.00
MAR 20 REG	\$697,503.45	TFA INTERCEPTS	\$.00
SPR ADV	\$395,927.36	APPR DEDUCTION	\$.00
END SFY	\$533,039.20	TOTAL NONCASH:	\$376,015.24
APR 20	\$301,576.08		
MAY 20	\$697,503.44		
JUN 20	\$165,287.25		
TOTAL CHECKS	\$5,620,805.20		

LOTTERY VLT CHECK AMOUNTS













COMMERCIAL GAMING CHECK AMOUNTS

SEP 19	\$32,613.24	MAR 20	\$37,455.06
OCT 19	\$48,919.86		
NOV 19	\$48,919.86		
DEC 19	\$48,919.86		
JAN 20	\$48,919.86		
FEB 20	\$48,919.86		
MAR 20	\$48,919.90		
TOTAL CHECKS	\$326,132.44		

Payment Schedule Chart

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State Aid

-  State Aid Projections 2007-08 through 2020-21 – **May 2020***
-  Multi-Year Comparison of State Aid Factors – November 2019
-  Multi-Year Comparison of State Aid Factors Companion Document (2015-16 through 2019-20) – October 2019
-  Multi-Year Comparison of State Aid Factors Companion Document (2007-08 through 2017-18)
-  2020-21 Enacted Budget Summary – **April 2020**
-  2020-21 Executive Budget Proposal Summary – January 2020
-  2019-20 Enacted Budget Summary – April 2019
- Foundation Aid
 -  District Specific Foundation Aid History – **April 2020**
- State Aid Factors
 -  2020-21 – **April 2020**
 -  2019-20
 - Archive
-  State Aid Reconciliation – October 2019
-  Payment Schedule Chart – May 2018



Potential September Payments

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Month	Payment Description and Account Code to Charge	General Aid Payment Schedule	Excess Cost Aid Payment Schedule	BOCES Aid Payment Schedule	IMA Payment Schedule	STAR Payment Schedule	Prior Year Accrual
September	Lottery Aid/Textbook pmt. (A3102 and A3260-Textbook)	X			X		
September	Balance of PY General Aid Payment (A410)						X
September	BOCES Aid Payment (A410)						X
September	Balance of PY Excess Cost Aids Payment (A410)						X
September	VLT Lottery Grant (A3102)	X					

Potential Oct, Nov Payments

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Month	Payment Description and Account Code to Charge	General Aid Payment Schedule	Excess Cost Aid Payment Schedule	BOCES Aid Payment Schedule	IMA Payment Schedule	STAR Payment Schedule	Prior Year Accrual
October	VLT Lottery Grant (A3102)	X					
October	General Aid Payment (A3101)	X					
October	STAR Aid Payment (A1085)					X	
November	VLT Lottery Grant (A3102)	X					
November	General Aid Payment (A3101)	X					
November	STAR Aid Payment (A1085)						

Potential December Payments

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Month	Payment Description and Account Code to Charge	General Aid Payment Schedule	Excess Cost Aid Payment Schedule	BOCES Aid Payment Schedule	IMA Payment Schedule	STAR Payment Schedule	Prior Year Accrual
December	VLT Lottery Grant (A3102)	X					
December	General Aid Payment (A3101)	X					
December	Excess Cost Aid Payment		X				
December	STAR Aid Payment (A1085)						X
December	Charter School Supplemental Basic Tuition Aid (A3289)	X					X

Other Resources

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-  [BOCES Business Official Calendar](#) – December 2019
-  [Budget Development Guidelines](#) – December 2019
-  [Building Aid and Capital Project Reporting Guidebook](#) – June 2020
-  [Fund Balance and Reserves Guidebook](#) – May 2020
-  [Non-Resident Pupils Guidebook](#) – June 2019
-  [Property Tax Cap Guidebook](#) – February 2020
-  [Reference Guide to Instructional Materials Aids](#) – April 2020
-  [School Business Official Monthly Calendar](#) – **July 2020**
-  [STAC User Reference Guide](#) – August 2019
-  [State Aid for Students with Disabilities](#) – February 2020
-  [Supplemental Schedules SS10-SS16 Guidebook](#) – March 2020
-  [Transportation Aid Guidebook](#) – December 2019
-  [Workbook for 2019-20 General State Aid Claim Forms](#) – August 2019

***Bold** denotes guidebooks most recently updated.

Claim Forms and ST3

State Aid Claim Forms & ST-3 Submission Deadlines

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- Statutory due date for the initial submission is **September 2nd** (§3601 of NYS Ed. Law)
- Revisions must be submitted by **October 15th** to be included within the November datafile used for the Governor's Budget Proposal released in January
 - With the current financial condition of the State, the following recurring proposals may now have a greater chance to make it into the final budget:
 - Aid caps at the levels reflected under the November datafile
 - No more prior year adjustments

State Aid Claim Forms

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- ❑ Form A – Attendance & Enrollment
- ❑ 180 Day Calendar Form – Days of Session and Aggregate Annual Hours
- ❑ Form FB – Building Data
- ❑ Form FT – Transportation Data
- ❑ Form BP – Bus Purchase Data

ST-3 Annual Financial Report

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- ❑ The ST-3 is used for aid projections for the upcoming year or claiming aid during current year
- ❑ District to report 2019-20 Actual and 2020-21 Projections
- ❑ The 2020-21 projections will be the basis of the 2021-22 Executive Budget Proposal in January 2021
- ❑ Projections do not have to agree w/budget
 - You are using more up to date information for projections versus the information used for the budget which was based on data provided in the spring of 2020
 - For more accurate projections make sure 2020-21 projections are close to the anticipated annual costs

ST-3 Annual Financial Report

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- ST-3 projections which are reported determine aid estimates for the upcoming year
- This occurs commonly w/certain aids such as expense-based aids
 - i.e.) Transportation Aid is based on prior year expenditures reported within ST-3
 - Projected revenues become Deductions from Net District Operating Expenditures.
 - Projected expenditures are netted against projected revenues to derive an estimate of Transportation Aid
 - Look at the TRA-EST Output Report for proof
 - From ST-3, Schedule A3: Entries 28, 29, 30a&b, 30d-h, 30j, 31, 34a, 35, 36, 46, 55, 57, 64, 65, 71 and 85
 - From ST-3, Schedule A4c: Entries 299, 300, 301, 304, 305, 306, 307, 309, 311 and 312

ST-3 Schedule A3

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- Schedule A3 – General Fund Revenues
- State Aid - AT3999
 - Entry 78/A3101 General Aids under EL §3609a
 - Entry 79/A3101 Excess Cost Aids
 - Entries 81-82b/A3102 Lottery Aids
 - Entry 83/A3103 BOCES Aid
 - Entry 84/A3104 Tuition for SWDs (Chaps. 47, 66 & 721)
 - Entries 86-89/A3260, A3262 & A3263 IMAs
 - Entry 91/A3289 Other State Aid
 - Homeless Aid, IY and SLGs



ST-3 Annual Financial Report

State Aid Revenue Codes

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- Review End of Year Summary Report from SAMS Payment Certification Section from Prior Year

2019-20 SCHOOL YEAR AID PAYMENT SUMMARY			
DIST CODE:		VENDOR ID:	
DIST NAME:		DISTRICT	
SUMMARY OF 2019-20 GENERAL AID PAYMENTS			
TOT GEN AID CASH PAY	(A3101)	\$9,808,044.44	
GENERAL AID ADVANCES	(A3101)	\$0.00	
LOTTERY AID	(A3102)	\$4,241,071.59	
LOTTERY AID ADVANCES	(A3102)	\$0.00	
LOTTERY VLT	(A3102)	\$876,705.52	
COMMERCIAL GAMING	(A3102)	\$100,686.28	
TOTAL NONCASH	(A3101)	\$3,740,801.17	
GENERAL AID PAID THRU 6/30/20		\$18,767,309.00	
ESTIMATED SEPT 1, 2020 TOTAL			
GENERAL AID AS OF 6/01/20:		\$18,767,309.00	
2019-20 GENERAL AID PAYMENT DETAIL			
GENERAL AID CHECK AMOUNTS		NONCASH REVENUES	
JUL 19	\$0.00	TRS PAYMENTS (SEP, OCT, NOV)	\$3,740,801.17
OCT 19	\$0.00	ROME/BATAVIA DEDUCTED	\$0.00
NOV 19	\$0.00	DORMITORY AUTHORITY	\$0.00
DEC 19	\$0.00	OVERPAYMENTS DEDUCTED	\$0.00
JAN 20	\$0.00	CHARTER SCHOOL INTERCEPTS	\$0.00
FEB 20	\$0.00	MBBA INTERCEPTS	\$0.00
MAR 20	\$0.00	TFA INTERCEPTS	\$0.00
REG		APPR DEDUCTION	\$0.00
SPR ADV	\$1,856,316.94	TOTAL NONCASH:	\$3,740,801.17
END SFY	\$5,673,055.14		
APR 20	\$0.00		
MAY 20	\$531,055.35		
JUN 20	\$1,747,617.01		
TOTAL CHECKS	\$9,808,044.44		
LOTTERY VLT CHECK AMOUNTS		COMMERCIAL GAMING CHECK AMOUNTS	
SEP 19	\$87,670.55	MAR 20	\$100,686.28
OCT 19	\$131,505.82		
NOV 19	\$131,505.82		
DEC 19	\$131,505.82		
JAN 20	\$131,505.82		
FEB 20	\$131,505.82		
MAR 20	\$131,505.87		
TOTAL CHECKS	\$876,705.52		
THE FOLLOWING PAYMENTS LISTED BELOW ARE SCHEDULED TO BE MADE DURING THE PERIOD 07/01/20 THROUGH 09/30/20. YOU MAY RECORD THESE PAYMENTS AS ACCRUALS TO THE 2019-20 SCHOOL YEAR. HOWEVER, YOU SHOULD REVIEW THE PROPER GAAP METHOD FOR RECORDING THESE PAYMENTS WITH THE DISTRICT'S INDEPENDENT AUDITOR.			
EST. 2019-20 GENERAL AID DEFERRED TO SEPT 2020		\$0.00	
EST. 2019-20 EXCESS COST AID PAYMENT AUG 2020		\$863,357.40	
EST. 2019-20 EXCESS COST AID PAYMENT SEPT 2020		\$0.00	
THIS ENDS THE SUMMARY FOR 2019-20 GENERAL AID			

ST-3 Annual Financial Report

State Aid Revenue Codes

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2019-20 End of Year Payment Report Continued:

THE FOLLOWING IS A LIST OF OTHER AID PAYMENTS MADE BETWEEN 7/1/19 AND 6/30/20. YOU MAY HAVE RECORDED SOME OF THE PAYMENTS DESIGNATED AS 18-19 AID AS ACCRUALS IN THE 2018-19 SCHOOL YEAR. PLEASE REVIEW THE PROPER GAAP METHOD FOR RECORDING THESE PAYMENTS WITH THE DISTRICT'S INDEPENDENT AUDITOR.

DATE PAID	TYPE AID	FUND	ST-3 CODE	GROSS PAYMENT
AUG 2019	EXCESS COST	4200	(A3101)	831,282.55 2018-19 AID YEAR
DEC 2019	EXCESS COST	4200	(A3101)	1,342,450.75
MAR 2020	EXCESS COST	4200	(A3101)	2,595,638.75
JUN 2020	EXCESS COST	4200	(A3101)	793,299.10

★ Check STAC system for actual years paid – payment might include other fiscal years.

Pursuant to Chapter 58 of the Laws of 2011, Part A, Section 45: The State Education Department no longer processes the state share Medicaid payments. The Department of Health processes both the federal and state share Medicaid payments.

MAR 2020	EXCESS COST	5200	(A3101)	103,426.00	PUB 2003-04 AID YR SUPP
	TOTAL			5,666,097.15	
JAN 2020	STAR AID	4385	(A1085)	4,469,173.20	
	TOTAL			4,469,173.20	
MAR 2020	TEXTBOOK	4365	(A3260)	188,644.00	
SEP 2019	LOTTERY TXTB	4365	(A3260)	65,385.00	
	TOTAL			254,029.00	
MAR 2020	SOFTWARE	4350	(A3262)	66,766.00	
	TOTAL			66,766.00	
MAR 2020	LIB MAT	4340	(A3263)	27,856.00	
	TOTAL			27,856.00	
MAR 2020	HARDWARE	4060	(A3262)	63,745.00	
	TOTAL			63,745.00	
OCT 2019	SUM SCH HDCP	4355	(F3289)	174,535.98	2018-19 AID YEAR
NOV 2019	SUM SCH HDCP	4355	(F3289)	30,143.82	2018-19 AID YEAR
JAN 2020	SUM SCH HDCP	4355	(F3289)	1,669.60	2017-18 AID YEAR
JAN 2020	SUM SCH HDCP	4355	(F3289)	4,119.20	2013-14 AID YEAR
JAN 2020	SUM SCH HDCP	4355	(F3289)	3,379.20	2014-15 AID YEAR
JAN 2020	SUM SCH HDCP	4355	(F3289)	3,548.00	2015-16 AID YEAR
JAN 2020	SUM SCH HDCP	4355	(F3289)	4,814.00	2016-17 AID YEAR
MAR 2020	SUM SCH HDCP	4355	(F3289)	4,184.80	2017-18 AID YEAR
APR 2020	SUM SCH HDCP	4355	(F3289)	147,110.55	2019-20 AID YEAR

This section of the summary report shows ST-3 Revenue Codes for Excess Cost Aid, IMA Aid, STAR Aid, and Summer 4408 Aid.

ST-3 Annual Financial Report

State Aid Revenue Codes

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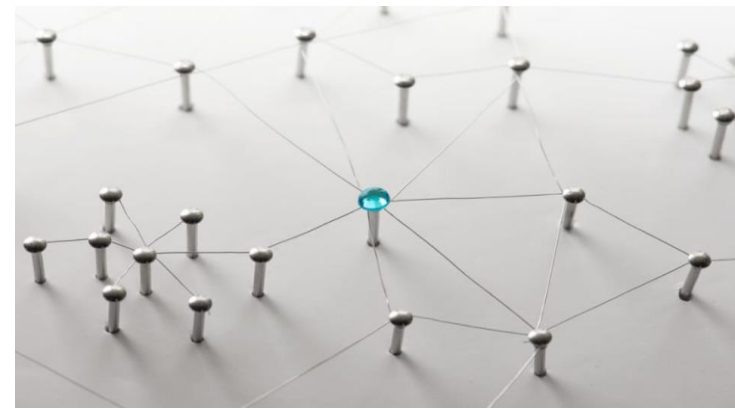
Final section of the End of Year Summary report outlines aid payments for homeless, chapter placements, and charter school supplemental basic tuition

MAR 2020	NONRES	HMLES	4330	(A3289)	74,483.08	2018-19	AID YEAR
TOTAL					74,483.08		
MAR 2020	TUIT	CH47	4310	(A3104)	86,890.00	2018-19	AID YEAR
MAR 2020	TUIT	CH47	4310	(A3104)	5,870.00	2017-18	AID YEAR
MAR 2020	TUIT	CH47	4310	(A3104)	2,653.00	2016-17	AID YEAR
TOTAL					95,413.00		
DEC 2019	CHRT	SUPPL	4250	(A3289)	7,385.00		
MAR 2020	CHRT	SUPPL	4250	(A3289)	3,165.00		
TOTAL					10,550.00		
SCHOOL TOTAL					11,194,342.56		

Relationship between the Claim Forms & ST-3

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- The ST-3 is linked to some of the data within the other form sets
 - ▣ Automatic edit checks occur to ensure consistency within each area
 - ▣ The ST-3 can be certified before claim forms
 - ▣ Claims forms must be certified after the ST-3 is completed
- Aids/revenues listed below are either reported **or** claimed in ST-3 & Supplemental Schedules
 - ▣ Instructional Materials Aid
 - ▣ Building Aid - Capital Outlay Exceptions
 - ▣ Establishing rate for in-district Summer §4408 programs
 - ▣ Reimbursement for Summer Transportation
 - ▣ Reimbursement from counties for CPSE costs
- * *Check submissions for completeness and accuracy*



Form A - Schedule C Links to ST-3

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Schedule C: Designation of 2019-20 Textbook, Software, Library Materials and Hardware Expenses used for 2020-21 IMA

General Instructions

1. This schedule reflects 2019 statutory amendments to these aid areas. The legislation is explained here: [CLICK HERE FOR MORE INFORMATION](#)

2. Please do not complete this schedule if the total expense reported for each instructional materials area (Items 1.A. through 1.D.) equals or exceeds the corresponding maximum allocation (Items 2.A. through 2.D.). This is because if the reported expense in each category equals or exceeds the maximum instructional materials aid to be received, there is no benefit to be derived from re-designating expenses.

3. The data displayed in items 1.A-E and 2.A-E on the table below will not be valid until you have entered and saved data for the following items. Please do not complete this schedule until you have entered and saved this data:

ST-3 Schedule/Line/Account Code:

A4b /177 /A2110.48	A4b /199 /A2280.48*	A4b /209 /A2330.48	A4b /238 /A2630.46
A4b /220 /A2610.46	A4b /233 /A2630.22	A4b /234 /A2630.4	A4b /235 /A2630.4
A4c /387 /A9785.6	A4c /424 /A9785.7		
F2 /39 /V9785.6	F2 /73 /V9785.7		

2020-21 SAMS Form A:

Lines 1a., 1b., 2, 3, 4, 76, 77, 78, 79a., 80, 81, 82, 83, 88 & 89

2020-21 SAMS Form A Schedule U:

Lines 1, 2, 3, 4, 5, 25, 26, 27, 28 & 29

2020-21 SAMS Form FB:

Line 141

Designation of Textbook, Software, Library Materials and Hardware Expenses

Aid Area

1. District Reported 2019-20 Expense Eligible for Instructional Materials (ST-3)	2. 2020-21 Maximum Aid Allocations	3. District Designated 2019-20 Expense for Instructional Materials Aids Calculations
---	---	---

A - Textbook	174,847	162,634	174,847
B - Software	72,506	41,465	72,506
C - Library Materials	19,724	17,300	19,724
D - Instructional Hardware	212,559	45,350	212,559
E - Total:	479,636	266,749	479,636

Schedule A4b - General Fund Expenditures by Function and Object of Expense 129-238

ST3 - Annual Financial Report		2018-19 School Year from SED File	2019-20 School Year (Actual) DP #49	2020-21 School Year (Projected) DP #49
177. Textbooks	A2110.48	210,554	189,242	205,281
199. Textbooks	A2280.48			
209. Textbooks	A2330.48			
238. State-Aided Computer Software	A2630.46	41,187	55,957	45,955
220. School Library AV Loan Program	A2610.46	26,174	19,745	21,950
233. State-Aided Computer Hardware - Purchase	A2630.22	69,587	63,375	48,528
234. Contractual and Other State-Aided Computer Hardware - Lease	A2630.4	151,474	228,439	181,416
235. Contractual and Other State-Aided Computer Hardware - Repair	A2630.4			

Schedule A4c - General Fund Expenditures by Function and Object of Expense 299-436

ST3 - Annual Financial Report		2018-19 School Year from SED File	2019-20 School Year (Actual) DP #49	2020-21 School Year (Projected) DP #49
387. Installment Purchase Debt - State Aided Computer Hardware	A9785.6			
424. Installment Purchase Debt - State Aided Computer Hardware	A9785.7			

Schedule F2 - Debt Service Fund Revenues and Expenditures

ST3 - Annual Financial Report		2018-19 School Year from SED File	2019-20 School Year (Actual) DP #85	2020-21 School Year (Projected) DP #85
39. Installment Purchase Debt - State Aided Computer Hardware	V9785.6			
73. Installment Purchase Debt - State Aided Computer Hardware	V9785.7			

Sample Form A - Schedule C & ST-3 Schedule 4b

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Designation of Textbook, Software, Library Materials and Hardware Expenses

Aid Area	1. District Reported 2019-20 Expense Eligible for Instructional Materials (ST-3)	2. 2020-21 Maximum Aid Allocations	3. District Designated 2019-20 Expense for Instructional Materials Aids Calculations
A - Textbook	174,847	162,634	174,847
B - Software	72,506	41,465	72,506
C - Library Materials	19,724	17,300	19,724
D - Instructional Hardware	212,559	45,350	212,559
E - Total:	479,636	266,749	479,636

The 2019-20 Software ST-3 Expenditures under Schedule C should match the total under ST-3 Schedule A4b code A2630.46

Schedule A4b - General Fund Expenditures by Function and Object of Expense 129-298

ST3 - Annual Financial Report		2018-19 School Year from SED File	2019-20 School Year (Actual) DP #49	2020-21 School Year (Projected) DP #49
237. Materials and Supplies	A2630.45	5,027	4,516	7,300
238. State-Aided Computer Software	A2630.46	55,957	72,506	45,955
239. BOCES Services	A2630.49	276,249	217,751	194,023
240. Total Computer Assisted Instruction	A2630.0	1,067,545	1,009,478	1,021,455
241. TOTAL INSTRUCTIONAL MEDIA	AT2699.0	1,640,239	1,647,346	1,685,855

Form FT & Supplementary Schedules Links to ST-3

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Form FT: Transportation Data

Form FT - Transportation Data 2020-21 Claim Year

2018-19 School Year SED File (Prior)	2019-20 School Year EDP Form #10 (Actual)	2020-21 School Year EDP Form #38 (Projected)
---	---	--

134d. Note: Shared Services revenues must be reported in the ST-3 General Fund Schedule A3 account code A2304 in the appropriate line(s) 30a - 30j. Do not reduce claimed expenditures by revenue received, claim full expenditure and revenues as instructed.

SCH G Item

- Air compressor
- Air lift jack (in ground is not aidable)

ST3 A5510.2 OR A5530.2
Only

Cost

SCH H Item

- Fuel
- Oil and Other Lubricants and Fluids, automotive (i.e. Antifreeze, Windshield Wash, Diesel Fuel Additives or Exhaust Fluid, etc.)

ST3 A5510.45 or A5530.45
Only

Cost

SCH I Item

- Utilities (Heat, Lights, Electricity, Phones, Public Water & Public Sewer, etc.)
- BOCES Bus Driver Training Services (Activity Code 7131)

ST3 A5510.4, A5510.49 OR
A5530.4 Only

Cost

Schedule J: Contract Bus Expense

SED Contract Number (Letter and 6 #s + Letter)	Contractor Name	Contract Type	Number Buses/ Pupils/ Miles/ Trips	Number Months or Days	Expend Regular Routes	Exp Regular District Op Summer	Exp Other Purposes (See Help)	Expend Chapter 173 Pass Through
A	B	C	D	E	F(a)	F(b)	G	H

Show All Contracts

1.	C416551	SAFE CARE II	2	1	25	2,450		
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Schedule A4b - General Fund Expenditures by Function and Object of Expense 129-298

ST3 - Annual Financial Report

		2018-19 School Year from SED File	2019-20 School Year (Actual) DP #49	2020-21 School Year (Projected) DP #49
--	--	--------------------------------------	--	---

30a. Transportation: Shared Services Provided to Other Districts For Mechanics	A2304			
30b. Transportation: Shared Services Provided to Other Districts For Garage Building	A2304			
30c. Transportation: Shared Services Provided to Other Districts For Sports & Field Trips	A2304			
30d. Transportation: Shared Services Provided to Other Districts For Other Miscellaneous Services	A2304			
30e. Transportation: Shared Services Provided to BOCES For Transportation Supervisor Office	A2304			
30f. Transportation: Shared Services Provided to BOCES For Home to School Transportation	A2304			
30g. Transportation: Shared Services Provided to BOCES For Garage Building	A2304			
30h. Transportation: Shared Services Provided to BOCES For Mechanics	A2304			
30i. Transportation: Shared Services Provided to BOCES For Sports & Field Trips	A2304			
30j. Transportation: Shared Services Provided to BOCES For Other Miscellaneous Services	A2304			
302. Equipment	A5510.2		109,422	
310. Equipment	A5530.2			
305. Materials and Supplies	A5510.45	410,524	428,766	494,000
312. Materials and Supplies	A5530.45	2,423	2,785	3,000
304. Contractual and Other	A5510.4	132,572	142,998	151,014
306. BOCES Bus Driver Training Services	A5510.49			
307. BOCES Bus Maintenance Services	A5510.49			
311. Contractual and Other	A5530.4	86,698	105,254	67,787
315. Contract Transportation	A5540.4	0	3,769	
317. Transportation from BOCES	A5581.49			

Form FT Links to ST-3

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Schedule H: Transportation Supplies and Materials

NOTES:

- Do not include expense for any of the items included in the Non-aidable section of the List of Aidable and Non-aidable anywhere on this schedule. Only include expenditures for aidable items on this form.
- Do not include supplies and materials for vehicles not used for pupil transportation.
- If claiming miscellaneous Materials & Supplies please provide a specific description of the expenditure that can be identified as an aidable expenditure by State Aid staff

List of Aidable and Non-aidable Items

The Office of Educational Management Services and/or the State Aid Office will be contacting selected districts to clarify / verify expenditures claimed below. Districts must retain and make available upon request substantiating documentation for all claimed expenditures.

SCH H	Item	ST3 A5510.45 or A5530.45 Only	Cost
1.	Fuel	A5510.45	158,536
2.	Oil and Other Lubricants and Fluids, automotive (i.e. Antifreeze, Windshield Wash, Diesel Fuel Additives or Exhaust Fluid, etc.)	A5510.45	12,643
3.	Bus and Automotive Parts and Supplies for vehicles assigned to regular routes. (Parts for other transportation department vehicles are not to be claimed here but should be claimed as an operating expense.)	A5510.45	91,561
4.	Tires	A5510.45	54,684
5.	Garage Supplies		
6.	Transportation Office Supplies and Forms	A5510.45	3,757
7.	Cleaning Supplies		
8.	Custodial Supplies	A5530.45	4,285
9.	Welding Supplies	A5510.45	1,882
10.	Equipment Parts (parts for the repair of existing equipment)		
11.	Small Tools	A5510.45	201
12.	Meeting & Training Materials		
13.	Union contracted Aidable staff allowances (uniforms, clothing, shoe, tool allowance, safety equipment)	A5510.45	17,609
14.	Onboard Computers - including software training		
15.	Other Miscellaneous Materials & Supplies Specify: _____		
16.	Other Miscellaneous Materials & Supplies Specify: _____		
17.	Other Miscellaneous Materials & Supplies Specify: _____		
18.	Other Miscellaneous Materials & Supplies Specify: _____		
19.	Other Miscellaneous Materials & Supplies Specify: _____		
20.	Total Transportation Supplies and Materials for 2019-20 (Sum #1 - #19):		345,158
21.	Non-Aidable Supplies and Materials for D.O. Transportation (SED Use)		
22.	Net Aidable Supplies and Materials		345,158

Materials & Supplies for Trans.

Schedule A4c - General Fund

Expenditures by Function and Object of Expense 299-436

ST3 - Annual Financial Report

2018-19 School Year
from SED File

2019-20 School Year
(Actual) DP #49

2020-21 School Year
(Projected) DP #49

PUPIL TRANSPORTATION

District Transportation Services			
299. Instructional Salaries (Trans Supervisor Office)	A5510.15		
300. Noninstructional Salaries (Excl Trans Supv Office)	A5510.16	2,145,910	2,138,918
301. Noninstructional Salaries (Trans Supervisor Office)	A5510.16	141,500	168,993
302. Equipment	A5510.2	109,422	
303. Purchase of Buses	A5510.21		
304. Contractual and Other	A5510.4	142,998	153,478
305. Materials and Supplies	A5510.45	428,766	340,873
306. BOCES Bus Driver Training Services	A5510.49		
307. BOCES Bus Maintenance Services	A5510.49		
308. Total District Transportation Services	A5510.0	2,968,596	2,802,262
Garage Building			
309. Noninstructional Salaries	A5530.16	8,897	7,523
310. Equipment	A5530.2		
311. Contractual and Other	A5530.4	105,254	66,631
312. Materials and Supplies	A5530.45	2,785	4,285
313. Total Garage Building	A5530.0	116,936	78,439
314. NOT USED			
315. Contract Transportation	A5540.4	3,769	0
316. Public Transportation	A5550.4		
317. Transportation from BOCES	A5581.49		
318. TOTAL PUPIL TRANSPORTATION	AT5599.0	3,089,301	2,880,701

$$\$340,873 + \$4,285 = \$345,158$$

ST-3 accounts A5510.45 and A5530.45 for Materials & Supplies should match the total reported under Schedule- H.

Updates to 2020-21 Claim Forms & ST-3

Claim Form Updates: 180 Day Calendar & COVID-19 Waiver

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- ❑ Per July 13, 2020 emergency rule by the Board of Regents, school districts are eligible for a waiver for the both the 2019-20 & 2020-21 school years for COVID-19 related closures
- ❑ The waiver application has not yet been posted, but districts must complete if waiver is needed for 2019-20 or 2020-21 school year

180 Days Calendar - COVID-19 Instructional Time Waiver Form

180 Days Calendar - COVID-19 Instructional Time Waiver Form

Whether or not districts applied for a multi-year waiver in 2019-20 SAMS, the waiver application in 2020-21 SAMS will also need to be completed.

School districts seeking a waiver from the minimum instructional hour requirement pursuant to Commissioner's Regulation §175.5(1) must complete two questions.

Waiver applications will be for the 2019-20 and 2020-21 school years only. Waiver approval is contingent on the following conditions:

- Does the Superintendent request a waiver from the minimal instructional hour requirement pursuant to Commissioner's Regulations §175.5 for the 2019-20 and 2020-21 school years?
- Describe the challenge that prevented the school district from complying with the minimum instructional hour requirement in the 2019-20 school year and the anticipated challenges in the 2020-21 school year (max 2000 character

SIRS Day Calendar & New School Closure Codes

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- SIRS Day Calendar – serves as the register of attendance which is defined under CR104.1 as a written/electronic record maintained for the purpose of recording the attendance, absence, tardiness or early departure for a pupil
- Data Coordinators or any personnel responsible for data input should be aware of two new SIRS Day Calendar “Type” codes:
 1. SIRS Instructional Day Type Code (Pub health/Inst) - reported when school building is closed due to COVID-19 and continuity of learning (instruction outlined under districts continuity of learning plan) was provided to students
 2. SIRS Non-Instructional Day Type Code (Pub health/no Inst) - reported when district/school building is closed due to COVID-19 and continuity of learning was not provided to students
- * Contact SED’s Office of Information & Reporting Services w/any questions:
<https://datasupport.nysed.gov/hc/en-us/articles/360012658271-Student-Information-Repository-System-SIRS> or 518-474-7965

Claim Form Updates: Form FB & Building Condition Survey Data

43

- Districts listed within the 2020 “Assignment List” and NYC may claim 2020-21 BCS Aid under Form FB

Form FB: Building Data

Form FB - Building Data 2020-21 Claim Year

2018-19 School Year
SED File
(Prior)

2019-20 School Year
EDP Form #10
(Actual)

2020-21 School Year
EDP Form #38
(Projected)

138. Building Condition Survey: Total Square Footage of Buildings Surveyed

2019-20 Actual

2020-21 Estimated

139. Expenditures for Building Condition Surveys associated with the square footage reported in Entry 138

2019-20 Actual

2020-21 Estimated

Note: To apply for 2020-21 Building Condition Survey aid for 2019-20 expenditures, please enter actual expenditures in 2019-20 middle column above.

Only districts on SED Office of Facilities Planning 2020 BCS assignment list and NYC can apply for 2020-21 BCS aid.

To enter 2020-21 projected building condition survey expenditures, please enter expenditures in 2020-21 column.

Only districts on SED Office of Facilities Planning 2020 or 2021 BCS assignment lists and NYC can report 2020-21 projections.

Claim Form Updates: Form FB – Schedule W & Water Testing Data

44

- Water Testing Aid may be claimed under Schedule W
 - ▣ Remediation is not being aided at this time
 - ▣ Report actual 2019-20 expenditures to generate 2020-21 aid

Schedule W - Water Testing

Notes:

1. Include in the 'Actual' column data from testing conducted during the 2019-20 school year.
2. Costs reported in the 'Actual' column will generate 2020-21 aid. However, districts may be contacted by the Office of Facilities Planning to discuss the information reported below, and in some instances districts may be asked to revise.
3. Pursuant to New York State Department of Health (NYS DOH) regulation: Districts must retain all records of test results, lead remediation plans, determinations that a building is lead-free, and waiver requests for ten years. Copies of such documentation shall be immediately provided to the NYS DOH, local health department or State Education Department, upon request.
4. For additional information see link below:
 - [Guidance on State Aid for Water Testing](#)

Schedule W - Water Testing Aid (WTR)

2019-20
School year
(Actual)

1. Testing of Potable Water Outlets

- a. Number of Potable Water Outlets Tested
- b. Number of 'first - draw' water samples collected
- c. Number of samples yielding lead concentration above the action level (15 parts per billion)
- d. Number of confirmatory water samples collected to: verify initial findings of lead contamination (required by EL 3602 (6-h) for remediation costs to be eligible for aid), assist in problem assessment to determine remediation and/or verify that lead levels are at or below action level post-remediation (pursuant to New York State Department of Health (NYS DOH) regulation Section 67-4.4).
- e. Total cost of all water testing conducted
- f. Average testing cost

2. Not Used

3. Total testing cost for aid

4. Not Used

5. Not Used

6. Aidable Expenditures for Water Testing

2020-21
School year
(Projected)

7. Pursuant to NYS Department of Health regulations, Section 67-4, the deadline for the initial collection of water samples for lead testing was in fall 2016 and the remediation measures were required to be both "immediate" and "effective". Chapter 53 of the laws of 2019 provide that, beginning in the 2019-20 school year, only expenditures for water testing are aidable under this provision. Therefore, report any 2020-21 projected water testing expenditures below:

Water Testing 2020-21 Projections

Please contact the Office of Facilities Planning at 518-474-3906 if you have questions about the content of this form or how to complete it. Contact the State Aid Office at 518-474-2977 with technical questions about the functioning of the form in SAMS.

Save

Reset

Save & Ready



ST-3 Annual Financial Reports & Some Highlighted Changes

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□ General Fund

■ Exhibit A:

- Line 84a was added to include the Voter Approved May Budget Amount (excludes separate propositions)
- Line 88 was added to include Total Unexpended Funds PLUS Assigned Appropriated Fund Balance (A914+ AT0994)
 - Actual will prepopulate and districts will enter projected amounts only

■ New Lines & Codes for Schedule A3 – Revenues

■ Federal Aid:

- Line 97 A4286 for CARES Act Funds (CARES Education Stabilization Fund)

ST-3 Annual Financial Reports & Some Highlighted Changes

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- General Fund (continued)
 - New Lines & Codes under Schedule A4a (Expenditures)
 - Security of Plant
 - Line 95d code A1622.45 for Materials & Supplies
 - Line 95e code A1622.49 for BOCES Services
 - New Lines & Codes under Schedule A4b (Expenditures)
 - Programs for English Language Learners
 - Line 191e code A2259.45 for Materials & Supplies
 - Line 191f code A2259.471 for Tuition Paid to Public Districts in NYS (excluding Special Act Districts)
 - Line 191g code A2259.472 for Tuition All Other
 - Line 191h code A2259.473 for Payments to Charter Schools
 - Line 191i code A2259.48 for Textbooks

ST-3 Annual Financial Reports & Some Highlighted Changes

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□ Special Aid Fund

■ New Lines & Codes under Schedule B3 (Expenditures):

■ Security of Plant

- Line 14d code F1622.45 for Materials & Supplies
- Line 14e code F1622.49 for BOCES Services

■ Programs for English Language Learners (ELL)

- Line 110e code F2259.15 for Instructional Salaries
- Line 110f code F2259.16 for Non-Instructional Salaries
- Line 110g code F2259.2 for Equipment
- Line 110h code F2259.4 for Contractual & Other
- Line 110i code F2259.45 for Materials & Supplies
- Line 110j code F2259.471 for Tuition Paid to Public Districts in NYS (excludes Special Act Districts)
- Line 110k code F2259.472 for Tuition All Other
- Line 110l code F2259.473 for Payments to Charter Schools
- Line 110m code F2259.48 for Textbooks

ST-3 Annual Financial Reports & Some Highlighted Changes

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- Capital Fund
 - ▣ New Lines & Codes under Schedule G3 (Expenditures):
 - Line 1d code H1622.45 for Materials & Supplies
 - Line 1e code H1622.49 for BOCES Services
- Supplemental Schedule SS-8 for Community School Set-aside
 - ▣ Updated Instructions:
 - *“Any district whose 2017-18 Community Schools increase amount exceeded \$1m shall continue to use an amount equal to the greater of \$150k or 10% of that increase to support Community Schools transformation at schools w/extraordinary high levels of student need (as designated by the Commissioner of Education) including at least \$100k specifically such designated schools. For list of designated schools, please see Appendix A.”*
- * You may view full list of ST-3 changes here:
https://stateaid.nysed.gov/st3/Changes_to_2019-2020_School_Year_2020-2021_SAMS_ST-3.xlsx

Review Areas to Maximize Aid

Transportation Aid Items to Review

50

- Review and adjust A5510 expenditure codes for transportation accordingly based on level of services required this year and prior year as a result of the recent health crisis

Schedule A4c - General Fund Expenditures by Function and Object of Expense 299-436

ST3 - Annual Financial Report		2018-19 School Year from SED File	2019-20 School Year (Actual) DP #49	2020-21 School Year (Projected) DP #49
PUPIL TRANSPORTATION				
District Transportation Services				
299. Instructional Salaries (Trans Supervisor Office)	A5510.15			
300. Noninstructional Salaries (Excl Trans Supv Office)	A5510.16	2,145,910	2,138,918	2,376,540
301. Noninstructional Salaries (Trans Supervisor Office)	A5510.16	141,500	168,993	166,160
302. Equipment	A5510.2	109,422		
303. Purchase of Buses	A5510.21			
304. Contractual and Other	A5510.4	142,998	149,703	149,239
305. Materials and Supplies	A5510.45	428,766	344,648	497,775
306. BOCES Bus Driver Training Services	A5510.49			
307. BOCES Bus Maintenance Services	A5510.49			
308. Total District Transportation Services	A5510.0	2,968,596	2,802,262	3,189,714

Transportation Aid Items to Review

51

- Review Other Purpose Mileage for 2019-20 and enter projections for current 2020-21 year based on mileage used to transport students to and from school only

Form FT: Transportation Data

Form FT - Transportation Data 2020-21 Claim Year	2018-19 School Year SED File (Prior)	2019-20 School Year EDP Form #10 (Actual)	2020-21 School Year EDP Form #38 (Projected)
Part X. Transportation Expenditures			
110a. Nonallowable Pupil Decimal		0.0116 (from SED or NPD worksheets)	
110b. Enter the Date of the First Day of School that students attended (in MM/DD/YYYY format) Note school year above each column		09/04/2019	09/09/2020
111. District Owned Bus Mileage - Regular Routes	913,797	598,203	900,000
112. District Owned Bus Mileage - For Buses Leased or Contracted to Others for Transportation (Not Education Law 1709(25)(h))	1,807	129	1,800
113. District Owned Bus Mileage - For Buses Leased or Contracted to Others for Non-Resident Preschool or DFY (Education Law 1709(25)(h))			
114. District Owned Bus Mileage - 4408 Summer	20,754	17,261	20,000
114a. District Owned Bus Mileage - Other Purposes (Excluding Regular District Operated Summer School)	40,208	29,833	40,000
115b. District Owned Bus Mileage - Regular District Operated Summer School (Excluding 4408 and BOCES Operated)			
116a. Does your district use computerized routing software for either district owned transportation or contracted pupil transportation?	Yes ▾		

Transportation Aid Items to Review

52

- Bus Purchases – Are you planning any expenditures for the purchase/lease of buses or for garage rentals during 2020-21 school year?

If yes, enter expenditures here to project 2021-22 aid.

*Remember these entries will also impact your 2021-22 Capital Exclusion Component for the Tax Cap Calculation

Part XII. Total Cost of Buses to be Purchased and New Buses Leases During the 2020-21 School Year for Projection of 2021-22 Transportation Capital Aid

164.	Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Buses/Vehicles With Purchase Order Date Between 7/1/20 and 12/31/20, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.	695,086	
165.	Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Buses/Vehicles With Purchase Order Date Between 1/1/21 AND 6/30/21, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.		
166.	Total Cost (Not Annual Payment) of All New Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 7/1/20 and 12/31/20.		
167.	Total Cost (Not Annual Payment) of All New Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 1/1/21 and 6/30/21.		
174.	Salaries Paid to Assistant Drivers (Monitors, Aides, and Escorts not required by IEP) on Buses Transporting Non-disabled Pupils		
175.	Employee Benefits Paid to Assistant Drivers (Monitors, Aides, and Escorts not required by IEP) on Buses Transporting Non-disabled Pupils		
176.	Projected Transportation Contract Expenditures for Regular Routes (Schedule J Column Fa)	3,769	0
176a.	After 4 Transportation Expenditure Pursuant to section 3627 of the Education Law (NYC Only).	0	
	<ul style="list-style-type: none"> • Entry 176a should ONLY include NYC After 4 actual and projected expenditures. • After 4 actual expenditure amounts should also be reported on the Schedule J form • After 4 projected expenditure amounts should be included in the projection amount reported in line 176. 		
177.	Projected Transportation Contract Expenditures for Other Purposes (Schedule J Column G) Excluding District Operated Summer School	0	0
178.	Projected Transportation Contract Expenditures for District Operated Regular Summer School (Schedule J Column Fb)		0
179.	Projected Transportation Contract Expenditures for Chapter 173 pass through (Refer to Schedule J)	0	0
180.	not used		
181.	not used		

Building Aid Items to Review: Form FB Entry 137

53

- Project expense on line 137 if you are planning to expend funds for a \$100k capital outlay exception project during this 2020-21 school year.

Form FB: Building Data

Form FB - Building Data 2020-21 Claim Year

2018-19 School Year SED File (Prior)	2019-20 School Year EDP Form #10 (Actual)	2020-21 School Year EDP Form #38 (Projected)
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Part XI. Miscellaneous Data for Aid and Projections

136. 2020-21 Projected Total Capital Expense (Not Borrowed Monies). In addition to budgetary appropriations, please include 2020-21 Projected Expenses shown in Item 137 (last column) and the non-borrowed projected EXCEL expenditures that will be transferred from the General Fund to the Capital Fund. Do not include non-borrowed projected EXCEL expenditures that will be recorded directly in the Capital Fund. Note: Entry 136 projection is used for the estimated Non Resident Tuition calculation.
137. Of the Expenses reported in Item 136 above, report only 2020-21 Projected Capital Outlay Exception Expense for Emergency projects, project less than \$100,001 , or Small City Debit Limit Waiver.

100,000

0

20,157

100,000

This will generate aid for the 2021-22 school year.

Remember that this will impact your Capital Exclusion Component under the Tax Cap Calculation.

Building Aid Items to Review: Schedule G3

54

- You must claim aid under this schedule if you projected and expended funds for a \$100k capital outlay exception project that in 2019-20

EXPENDITURES BY PROJECT				
Title		H522 Current Funds (Bud Apps, EXCEL Other & Cap Res)	H524 Obligations (Bonds, BANS, Cap Notes)	Total Project (H522 + H524)
15. Buses			772,166	772,166
16. Non-aidable Projects		119,567		119,567
17. Installment Purchase Contracts				0
CAPITAL OUTLAY EXCEPTION AID (LINES 18-29)				
18. Project < \$100,001 for Capital Outlay Exception Aid	Proj #			0
19. Approved Small City Waiver for Capital Outlay Exception Aid				0
Approved Emergency Projects for Capital Outlay Exception Aid				
20. SMART SCHOOLS PROJECT	7999SB1	20,157		20,157
21.				0
22.				0
23.				0
24.				0
25.				0
26.				0
27.				0
28.				0
29.				0

This entry
will generate
the 2020-21
Aid.

Summer 4408 (In-District Programs) Items to Review: Supplemental Schedules 10-16

55

- For in-district Summer §4408 Programs:
 - ▣ Complete Supplemental Schedules SS10-SS16
 - ▣ Rate Setting Unit (RSU) at NYSED will review information and determine rate(s) for your program(s)
 - ▣ State Aid at an 80% reimbursement level is based on the approved rate established based on SS10-SS16
 - * *If your district does not have a rate, then 80% reimbursement is not provided*
 - ▣ Expenses reported in SS10-SS16 should be accounted for in the Special Aid Fund

SS31-34 – CPSE Administrative Costs

56

- Report total CPSE administrative costs
 - ▣ CPSE Chairperson
 - ▣ Secretarial and clerical support
 - ▣ Expenses of chairperson and parent member
- Used to determine reimbursement from county
 - ▣ Now done through STAC – DQDAD Screen
 - ▣ On lag:
 - 18/19 year (from ST-3) – could be claimed in 20/21
 - 19/20 year (from ST-3) – will be able to be claimed in 21/22
 - ▣ Review what has been submitted for reasonableness

Resources & Reminders

Helpful Resources

58

- A copy of both the recorded webinar and slide show are available here:

<https://www.questar.org/services/financial/state-aid-financial-planning/webinars/coffee-talk/>

Webinars

State Aid Planning

SAP Home
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STAC Service
Topics
Webinars

Coffee Talk

Monthly webinars focusing on topics related to school business management functions.

- [Schedule](#)
- [Coffee Talk Zoom Link \(Meeting ID: 931 2422 5339, Password: 886493\)](#)
- [2020-21 CTLE Registration Links](#)
- [Recorded Sessions and Presentations](#)

STAC Talk

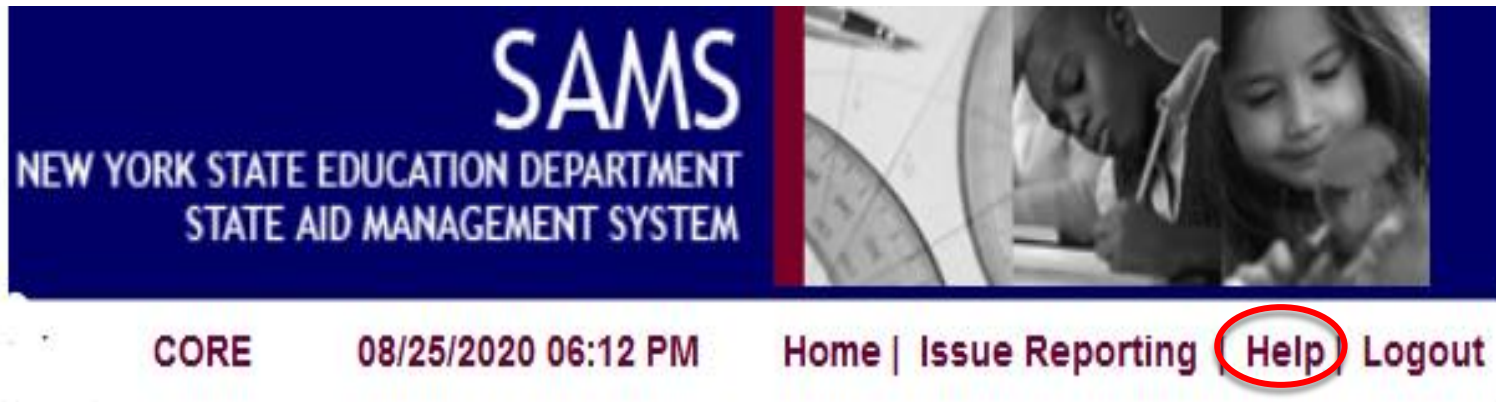
Monthly webinars focusing on topics related to special education & STAC (System to Track and Account for Children).

2020-21			
July 8, 2020 Preparing NYS Transparency Report	Recorded Session	Presentation	Q&A
July 22, 2020	Recorded Session	Presentation	Q&A
August	Recorded Session	Presentation	Q&A
September	Recorded Session	Presentation	Q&A
October	Recorded Session	Presentation	N/A
November	Recorded Session	Presentation	Q&A
December	Recorded Session	Presentation	Q&A
January	Recorded Session	Presentation	Q&A
February	Recorded Session	Presentation	Q&A
March	Recorded Session	Presentation	Q&A
April	Recorded Session	Presentation	Q&A
May	Recorded Session	Presentation	Q&A

Helpful Resources Continued

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- Use the Help function in the Claim Forms
- Access through SAMS



- Access from the State Aid website
 - Give link to others who are gathering information

Helpful Resources Continued

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Board of Regents | University of the State of New York

NEW YORK STATE EDUCATION DEPARTMENT

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State Aid

[View District Data](#)

2019-20 Calendar of Deadlines

2020-21 State Aid Handbook

Topics

SAMS

SAMS Logon

SAMS 2020-21 Help

Training Material

SAMS Public Reports

General State Aid Information

Forms

Contact Us

Links to Related Sites

NYSED / State Aid / SAMS

State Aid Management System (SAMS)

Contact: State Aid Unit

The State Aid Management System (SAMS) is a secure information system that facilitates the collection and processing of data required by the New York State Education Department (NYSED) to distribute annual state aid to all New York school districts. SAMS is accessible to authorized users from each school district, staff from the State Aid unit of the Education Department, and other authorized users from various state agencies.

Latest News

08-18-2020
Now Available - [2020-21 Claim Forms are now available in SAMS](#)
For SAMS operating instructions/training materials, go to [SAMS Training Materials](#)

08-12-2019
Now Available - [2019-20 Claim Forms are now available in SAMS](#)
For SAMS operating instructions/training materials go to [SAMS/Training Materials](#)

09-11-2018
Now Available - [2018-19 BOCES State Aid Claim Forms are now available in SAMS](#)
For SAMS operating instructions/training materials go to [SAMS/Training Materials](#)

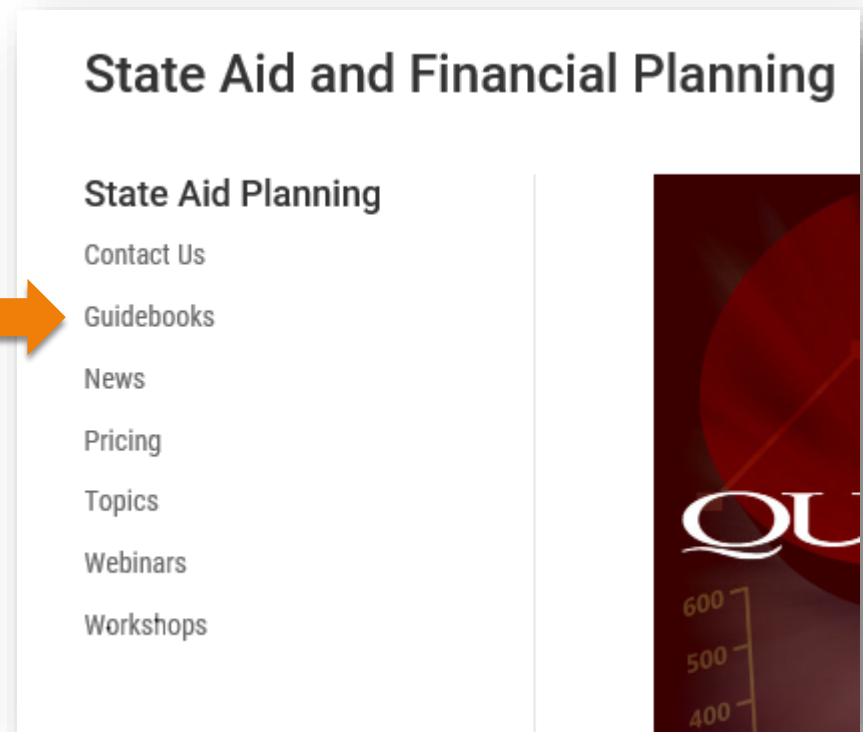
SAMS User IDs and Passwords

For assistance with user IDs, Passwords and/or using the SEDDAS system, you may contact NYSED using the following:
Help Desk E-mail: seddas@nysed.gov
You can visit <http://www.p12.nysed.gov/seddas/seddashome.html> for more information.
Check out the [FAQ](#) section under the Training Materials link.

Helpful Resources Continued

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- Our Guidebook, *Workbook for 2020-21 General State Aid Claim Forms* will be out later this month.
- Or call us at:
518-477-2635



Reminders



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- ❑ Submit CARES Act Application via NYSED Business Portal by **August 31st**
- ❑ Forms SA-132 & SA-135 for capital project borrowing are due by **September 1st**
- ❑ Submit Schedule F6 via SAMS for Bus Amoritization by **September 4th**
- ❑ Underfunded High-Needs School Report for 2019-20 NYS Transparency Reporting is due to SED by **September 1st**
- ❑ 2020-21 NYS Transparency Report is due via DOB's online application by **September 4th**

Fall 2020 Virtual Workshop Via Zoom

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- We will be holding our bi-annual statewide fall workshop next month via Zoom video conferencing
- Additional details regarding the topics, dates, online registration, CTLE credit, etc. will be released soon



Next Coffee Talk Session

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- Our next Coffee Talk is scheduled on Wednesday, **September 16th** at 9:00AM
- Topic: Special Education Plan for the Year: Placement Types, STAC Process & the Collection of State Aid (90-minute session)



Questions?



Thank You!

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