

PUTTING STUDENTS FIRST



A Focus on Key Areas of the State Aid Claim Forms to Maximize Aid

State Aid & Financial Planning Service
Coffee Talk
August 2021

Agenda

2

- Where to find the Claim Forms and helpful resources
- How attendance reporting affects aid
- Areas to focus for Forms A, FT, and FB
- ST-3 Items
- Plans for September Workshops

3

Claim Forms

Deadlines and Changes

When are State Aid Claim Forms Due & Why are They Due Then?

	Due Date for Submission of Data	Principal Purpose of the Data File
Original State Aid Claim Forms Submission	September 2, 2021 *	1. Reporting Actual 2020-21 Expenses and Data for 2021-22 Aid 2. Projecting 2021-2022 Expenses and Data for 2022-23 Aid
Revisions	October 15, 2021 **	NYS Executive Budget Proposal
	January 15, 2022 **	NYS Budgetary Negotiations and Final Enacted Budget
	April, 15, 2022 **	Adjusted State Fiscal Projections or Final NYS Budget (If State Budget is late and Governor and Legislature elect to use latest revised data)



* Original State Aid Claim Forms are due by statute on September 2 or the first day of business in the month of September

** NYSED recommends submitting revisions by mid month to ensure inclusion in the following month's state database

Claim Forms Done in SAMS



Board of Regents | University of the State of New York

Search State Aid

NEW YORK STATE EDUCATION DEPARTMENT

[Index A-Z](#) | [Calendar](#)

[About NYSED](#)

[Program Offices](#)

[News Room](#)

[Business Portal](#)

[Finance & Business](#)

[Policy & Guidance](#)

State Aid

[View District Data](#)

Go

Clear

[2020-21 Calendar of Deadlines](#)

[2021-22 State Aid Handbook](#)

Topics

SAMS

SAMS Logon



SAMS 2021-22 Help



Training Material



SAMS Public Reports

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](#)

<https://stateaid.nysed.gov/sams/>



Application Business Portal

Portal Dashboard

My Applications

In order to view secure applications, you must be logged in. Please [Log In](#) to continue to your NYSED Business Portal Applications.

Public Links

- [Inventory of Registered Programs](#)
- [Look Up Postal Zip Codes](#)
- [NYSED Public web site](#)
- [Professional License Online Verification Searches](#)
- [SEDREF Query](#)
- [Teacher Certification Help](#)
- [TEACH Public Inquiry System](#)

Other Applications

- [Child Nutrition Knowledge Center \(CN\)](#)
- [Impartial Hearing Reporting System \(IHRS\)](#)
- [Rate Setting Unit \(RSU\)](#)
- [System to Track and Account for Children \(STAC\)](#)
- [Teacher's Certification \(TEACH\)](#)
- [Teacher Access and Authorization](#)



State Aid Management System (SAMS) Help 2021-22

[Contents](#) | [Index](#) | [Search](#)

Getting Started

- Getting Started
 - SAMS Table of Contents
 - Getting and Using Help
 - Selecting an Entity to Work With
 - Data Collection Forms
 - Activity Log
 - SAMS Forms
 - Form A and Schedules
 - 180 Days Calendar
 - Form FB and Schedules
 - Form BP: Bus Purchase
 - Form FT and Schedules
 - Schedule F6: Bus Purchase Amortization
 - Form ST-3 and Schedules
 - RSU Forms and Schedules
 - CPSE
 - Administrative Compensation Information Form
 - Property Tax Report Card
 - BOCES/CoSer Ancillary System
 - List of Active Services Form
 - Program Details Form
 - Cross Contracting Form
 - CoSer Edit Report
 - CoSer Certification Form
 - CoSer Notices
 - CoSer Reports
 - BOCES Financial
 - BOCES Facility



Getting Started

Schools

BOCES



State Aid Management System (SAMS) Help System

BOCES

[BOCES Financial](#)
[BOCES Facility](#)

[BOCES/CoSer Ancillary System](#)

If you have any questions on the COSER Ancillary System please contact Education Management Services at [\(518\)473-0210](tel:5184730210).

Help Content
Version 4 Document Release
August 2020



NEW YORK STATE EDUCATION DEPARTMENT

Index A-Z | Calendar

About NYSED

Program Offices

News Room

Business Portal

Finance & Business

Policy & Guidance

State Aid

[View District Data](#)

Go

Clear

2020-21 Calendar of
Deadlines

2021-22 State Aid Handbook

Topics

SAMS

SAMS Logon

SAMS 2021-22 Help

Training Material

SAMS Public Reports

General State Aid
Information

Forms




Contact Us

Links to Related Sites

NYSED / State Aid / SAMS Information / SAMS Training Material

SAMS Training Materials





FOR SCHOOL DISTRICTS

- [Urgent Tips](#) - For SAMS (State Aid Management System) Submissions.
- [SAMS Frequently asked Questions](#)
- [SAMS Training Manual for District Users Version 7](#) ( 1,755 KB)
- [SAMS: Introduction to the State Aid Management System](#) ( 3 MB)
- [How to do Revisions in SAMS](#) ( 609 KB)

State Aid Output Reports

- State Aid Output Reports [Powerpoint Presentation](#) ( 147KB)

FOR BOCES

- BOCES SA-109 and SA-116A SAMS Training Webinar presented March 6, 2019
[Play Recording](#) (36 min)
- BOCES SAMS Training Webinar presented August 18, 2020
[Play Recording](#) (1 hr 44 min)
[SAMS Powerpoint Presentation](#) ( 8,503 KB)
[RWADA Powerpoint Presentation](#) ( 2,756 KB)
- [BOCES SAMS Financial Training Manual for BOCES Users](#) ( 1 MB)
- [Template for converting XML files to EXCEL](#) ( 295 KB)

Resources Available on Our Website

9

□ Guidebooks:

- Workbook for 2021-22 General State Aid Claim Forms
 - Line-by-line explanation of what each line in the claim forms should include
- Supplemental Schedules SS10-SS16 Guidebook
 - Provides guidance on completing these schedules for any in-district Summer 4408 program(s)
 - Note: Special webinar coming in September on completing these schedules
- Fund Balance and Reserves Guidebook
 - Provides guidance on recording activity in reserves and reporting reserves and restricted cash in the ST-3

Resources Available on Our Website

10

Other Tools:

- State Aid Reconciliation
 - ▣ Under Topics, then State Aid link
- July 2021 Coffee Talk
 - ▣ Reviewed many of the claim forms
 - Purpose
 - Where data is gathered from
 - Who may be able to help you gather key information
 - Available under *Topics*, then *Webinars* and/or *Webinar Recordings*



Claim Forms Process

11

Claim Forms Process

Gather

Gather data with the assistance of other key district staff.

- Transportation Director, Pupil Personnel Director/Special Education Director, Treasurer, Data Coordinator, Etc.

Complete

Complete the Claim Forms and ST-3 in SAMS.

Run

Run Edit Reports and clear issues or provide detailed explanations.

Claim Forms Process

12

Claim Forms Process

Save and Ready

“Save and Ready” all Forms.

Certify

Have Superintendent certify each section of the Claim Forms and ST-3.

Review

Review the Activity Log for any correspondence from SED. Respond to their correspondence in a timely manner.

13

Why Does Attendance Matter?



Impact of Pupil Counts on Aid Ratios

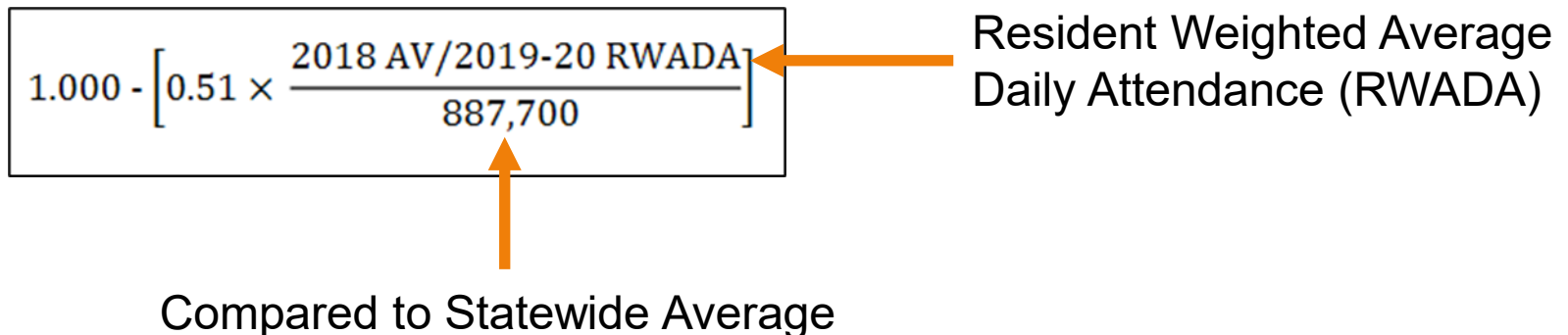
14

- ❑ RWADA Aid Ratio
- ❑ Compares wealth measure (Actual Valuation) per weighted pupil count (Resident Weighted Average Daily Attendance) to statewide average
- ❑ Used for Building Aid and BOCES Services Aid

$$1.000 - \left[0.51 \times \frac{2018 \text{ AV} / 2019\text{-}20 \text{ RWADA}}{887,700} \right]$$

Resident Weighted Average Daily Attendance (RWADA)

Compared to Statewide Average

The diagram illustrates the RWADA Aid Ratio formula. It features a rectangular box containing the formula: 1.000 - [0.51 x (2018 AV / 2019-20 RWADA) / 887,700]. An orange arrow points from the text 'Resident Weighted Average Daily Attendance (RWADA)' to the 'RWADA' variable in the numerator. Another orange arrow points from the text 'Compared to Statewide Average' to the denominator '887,700'.

Transportation Aid Ratios

15

- Selected Transportation Aid is the highest of the following:

1. Sharing Ratio 1 =
 $1.263 \times \text{Selected State Sharing Ratio}^1$

Includes Total Weighted
Pupil Units (TWPU)

2. Sharing Ratio 2 =
 $1.01 - \left[0.460 \times \frac{2018 \text{ AV}/2019\text{-}20 \text{ RWADA}}{\$887,700 \text{ (State Average)}} \right]$

RWADA

3. Sharing Ratio 3 =
 $1.01 - \left[0.460 \times \frac{2018 \text{ AV}/2019\text{-}20 \text{ RPNE}}{\$811,200 \text{ (State Average)}} \right]$

Public and
Non-Public
Enrollments

Foundation Aid Calculation

Local Cost of Education/ Pupil

Adjusted State Sharing
Ratio

X

Selected TAFPU

=

=

=

Average Cost of Successful
Schools

X

Regional Cost Index

X

Pupil Need Index
Census Poverty (.65 Weighting)
FRPL (.65 Weighting)
ELL (.50 Weighting)
Sparsity

The Greater of:
 $1.37 - (1.23 * CWR)$
 $1.0 - (0.64 * CWR)$
 $0.80 - (0.39 * CWR)$
 $0.51 - (0.173 * CWR)$

Average Daily Membership (ADM)

+

Special Education Pupils (1.41 Weighting)

+

Declassified Pupils (.50 Weighting)

+

Summer School Pupils (.12 Weighting)

+

Dual Enrollment Pupils

Connection to Form A Schedules

17

Selected TAFPU

=

Average Daily Membership (ADM)

+

Special Education Pupils (1.41 Weighting)

+

Declassified Pupils (.50 Weighting)

+

Summer School Pupils (.12 Weighting)

+

Dual Enrollment Pupils

Part II. Average Daily Attendance and Average Daily Membership

	2018-19 School Year from SED File	2019-20 School Year (Actual)	2020-21 School Year (Projected)
A: Attendance			
21. 1/2 Day K UNWTD ADA (SCH A)	0.00	0.00	
22. Full Day K-3 ADA (SCH A)	702.90	706.43	705
23. Grades 4-6 ADA (SCH A)	588.10	546.16	550
24. Grades 7-12 ADA (SCH A)	1,323.35	1,269.26	1,270
B: Membership			
25. 1/2 Day K ADM	0.00	0.00	
26. Full Day K-3 ADM	733.77	749.47	749
27. Grades 4-6 ADM	613.88	576.53	576
28. Grades 7-12 ADM	1,384.90	1,348.53	1,345

TAFPU AND TWFPD BASED ON 2018-19 SCHOOL YEAR DATA OUTPUT REPORT (FAPU-1)

[Glossary](#)

PART I: AVERAGE DAILY MEMBERSHIP (ADM)

1	2018-19 COMPUTED TOTAL AM K ADM (INCLUDING ENTER GRADE)	(SA-129 YR: ADM HALF K AM)	0.00
2	2018-19 COMPUTED TOTAL PM K ADM (INCLUDING ENTER GRADE)	(SA-129 YR: ADM HALF K PM)	0.00
3	2018-19 1/2 DAY K UNWEIGHTED ENROLLMENT FOR RESIDENT PUPILS ATTENDING CHARTER SCHOOLS	(2019-20 SCH U ENT 8)	
4	2018-19 1/2 DAY K ADM @ 50% WEIGHTING	(ENTS (1+2) + (ENT 3 * 0.5))	0.00
5	2018-19 COMPUTED TOTAL K-3 ADM (INCLUDING ENTER GRADE)	(SA-129 YR: ADM GRADE K-3)	733.74
6	2018-19 COMPUTED TOTAL 4-6 ADM (INCLUDING ENTER GRADE)	(SA-129 YR: ADM GRADE 4-6)	613.85
7	2018-19 COMPUTED TOTAL 7-8 ADM (INCLUDING ENTER GRADE)	(SA-129 YR: ADM GRADE 7-8)	427.90
8	2018-19 COMPUTED TOTAL 9-12 ADM (INCLUDING ENTER GRADE)	(SA-129 YR: ADM GRADE 9-12)	956.97
9	2018-19 GRADES K-3 FTE ENROLLMENT OF SWD ATTENDING BOCES	(2019-20 FORM A ENT 25)	5.00
10	2018-19 GRADES 4-6 FTE ENROLLMENT OF SWD ATTENDING BOCES	(2019-20 FORM A ENT 26)	3.00
11	2018-19 GRADES 7-12 FTE ENROLLMENT OF SWD ATTENDING BOCES	(2019-20 FORM A ENT 27)	15.10

18

Form A

Schedules A2/A4

19

- ❑ Check for Reasonableness
- ❑ Does it make sense to compare with 2019-20 school year or should you look at prior years?

Entity Name
BEDS Code
Claim Year 2019-2020 SET VALUES NEW YORK STATE EDUCATION DEPARTMENT SAMS

Try comparing to 2019-20 Claim Year (18-19 School Year)

Schedule A4: Attendance Report - Second Semester of the 2018-19 School Year

Part I.

Semester 2:	Possible Aggregate Attendance	Aggregate Attendance	Adjusted Aggregate Attendance	Actual Session (NOTES 1 & 2)	Net Session	ADA (Adj) Aggregate Attendance/ Net Session	Unadj ADA (Aggregate Attendance/ Actual Session)	Poss. Aggregate Attendance/Actual Session(NOTE 3) Days	Total Actual Session Days
1. A.M. Kdg.			0		0.000	0.00	0.00	0.00	0.000
2. P.M. Kdg.			0		0.000	0.00	0.00	0.00	0.000
3. Full Day Kdg.	16,100	15,368	15,368	92,000	92,000	167.04	167.04	175.00	177,000
4. Grade 1	16,867	16,102	16,102	92,000	92,000	175.02	175.02	183.33	177,000
5. Grade 2	17,257	16,525	16,525	92,000	92,000	179.61	179.61	187.57	177,000
6. Grade 3	17,311	16,539	16,539	92,000	92,000	179.77	179.77	188.16	177,000
Sub-Total									
7. Full Kdg.-3	67,535	64,534	64,534						
8. Grade 4	15,977	15,199	15,199	92,000	92,000	185.20	185.20	173.66	177,000
9. Grade 5	17,931	17,134	17,134	92,000	92,000	186.23	186.23	194.90	177,000
10. Grade 6	22,743	21,741	21,741	92,000	92,000	236.31	236.31	247.20	177,000
Sub-Total									
11. Grades 4-6	56,651	54,074	54,074						
12. Grade 7	20,320	19,309	19,309	92,000	92,000	209.88	209.88	220.86	177,000
13. Grade 8	19,183	18,400	18,400	92,000	92,000	200.00	200.00	208.51	177,000
Sub-Total									
14. Grades 7-8	39,503	37,709	37,709						
15. Grade 9	21,206	20,352	20,352	88,000	88,000	231.27	231.27	240.97	169,000
16. Grade 10	20,181	19,272	19,272	88,000	88,000	219.00	219.00	229.32	169,000
17. Grade 11	20,953	19,850	19,850	88,000	88,000	225.56	225.56	238.10	169,000
18. Grade 12	22,353	21,098	21,098	88,000	88,000	239.75	239.75	254.01	169,000
Sub-Total									
19. Grades 9-12	84,693	80,572	80,572						
20. Totals	248,382	236,889							

Verifying Schedule A5

20

Number of days when:	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
1. Attendance was recorded (A2+A4)	0.000	0.000	0.000	0.000	0.000	0.000	0.000
2. Regents Basic Competency Examinations were administered	<input type="text"/> Max=6	<input type="text"/> Max=6	<input type="text"/> Max=6	<input type="text"/> Max=6	<input type="text"/> Max=6	<input type="text"/> Max=6	<input type="text"/> Max=6
3. Superintendent's conference days were held	<input type="text"/> Max=6	<input type="text"/> Max=6	<input type="text"/> Max=6	<input type="text"/> Max=6	<input type="text"/> Max=6	<input type="text"/> Max=6	<input type="text"/> Max=6
4. Extraordinary conditions resulted in school closings which were excused by the Commissioner	0 SED Only	0 SED Only	0 SED Only	0 SED Only	0 SED Only	0 SED Only	0 SED Only
(Do Not Report snow days Except for 1/2 Day K)							
5. [Not Applicable for these grades]							
6. Total Days **	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Does this match with all days students attended?
-This should include remote instruction

Need to meet a minimum of 180 days

District wide adverse weather condition day reporting

- Session cancelled due to adverse weather conditions
- Remote instruction pilot utilized due to adverse weather conditions

New Entries

** To assist in the completion of Schedule A5, the [180 Day Model Calendar worksheet is available](#).

Save

Reset

Save & Ready

Declaration of an Emergency

21

- For days where students did not attend due to a declared emergency
- **Not reported in SAMS**
- If district falls below 180 days on Schedule A5, must submit documentation to:
180days@nysed.gov



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF EDUCATION FINANCE, EB139
Tel. (518) 486-2266
E-mail: 180days@nysed.gov

April 2021

TO: School District Superintendents
School District State Aid Designees
BOCES District Superintendents

FROM: Sean Giambattista, Director of Education Finance

RE: 180 Day Requirement Compliance for the 2020-21 School Year

This memorandum provides additional information to school district officials about reporting minimum instructional time requirements, including instructions for reporting days and minimum instructional hours for the 2020-21 school year to the Office of State Aid.

Emergency Declarations Cancelling Session Days

The Commissioner may also disregard a deduction for any day or days on which session had been previously scheduled, but the superintendent was required to close the school or schools due to a properly executed declaration of a state or local state of emergency. Session days cancelled by emergency declarations are different than cancellations due to "extraordinary conditions." Session days cancelled by emergency declaration do not need to exhaust vacation days and are not limited to five days in a school year.

A properly executed state of emergency is one where the chief executive of any county, city, town, or village issued a local state of emergency declaration "in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such local government" (Executive Law §24(1)). The Governor of the State of New York may also issue a state of emergency for part or all of the State. Pursuant to section 1 of Executive Law §24, such declarations may:

- Establish a curfew and the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel.
- Designate specific zones within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated.
- Regulate and close places of amusement and assembly.
- Prohibit and control of the presence of persons on public streets and places.

Page 6 of
April Memo

180 Day Calendar and 900/990 Hours

22

- Don't need to upload the 180 Day Calendar Spreadsheet, but will enter in Total Session Days and Hours
- This sheet needs to agree with Schedule A5
- Waivers for hours for the 2020-21 and 2021-22 school years are still available

School BEDS Code	School Name	Grade Range	Total Session Days	Total Hours	Total SCD Hours
100000000001	Shady Pines Elementary	K-6	179	912	18
100000000002	Sandy Shores Middle School	7-8	181	1004	20
100000000003	Achievement High School	9-12	183	993	20

23

Form FT: Is it Reasonable?

Form FT Mileage Data

24

- ❑ Review mileage
- ❑ Other Purpose Mileage used for deduction
- ❑ Do actuals for 2020-21 look reasonable?
- ❑ Do you need to look back at older claim years for 2021-22 projection?



Form FT: Transportation Data			
Form FT - Transportation Data 2021-22 Claim Year	2019-20 School Year SED File (Prior)	2020-21 School Year EDP Form #10 (Actual)	2021-22 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			
111. District Owned Bus Mileage - Regular Routes	598,203		
112. District Owned Bus Mileage - For Buses Leased or Contracted to Others for Transportation (Not Education Law 1709(25)(h))	129		
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	17,281		
115a. District Owned Bus Mileage - Other Purposes (Excluding Regular District Operated Summer School)	29,833		
115b. District Owned Bus Mileage - Regular District Operated Summer School (Excluding 4408 and BOCES Operated)			

Form FT Lines 117-118

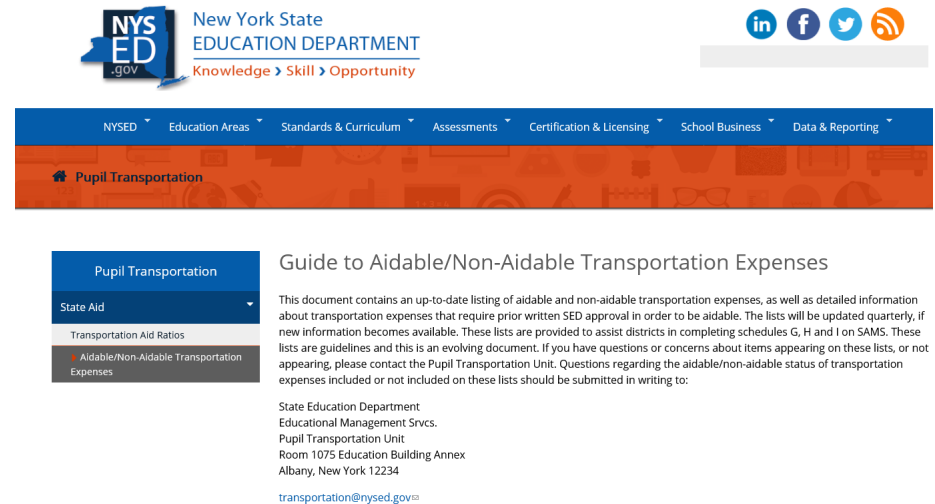
25

- Employee Benefits Calculation
 - ▣ Include Health/ Dental (single coverage)
 - ▣ FICA
 - ▣ ERS
 - ▣ Worker's Compensation, Unemployment
- Not allowed to include benefits associated with monitors, and aides not required by an IEP

Form FT Schedules G, H, I, J, K

26

- ❑ Can't be greater than what is reported on the corresponding entries on the ST-3
- ❑ Must be listed on the aidable transportation expense list



The screenshot shows the New York State Education Department (NYSED) website. The header includes the NYSED logo and the tagline "New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity". Below the header is a navigation bar with links to NYSED, Education Areas, Standards & Curriculum, Assessments, Certification & Licensing, School Business, and Data & Reporting. The main content area is titled "Pupil Transportation" and features a sidebar with a dropdown menu for "State Aid" and a list of links including "Transportation Aid Ratios" and "Aidable/Non-Aidable Transportation Expenses". The main text area is titled "Guide to Aidable/Non-Aidable Transportation Expenses" and contains a paragraph explaining the purpose of the guide and providing contact information for the Pupil Transportation Unit.

New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

NYSED Education Areas Standards & Curriculum Assessments Certification & Licensing School Business Data & Reporting

Pupil Transportation

Pupil Transportation

State Aid

Transportation Aid Ratios

Aidable/Non-Aidable Transportation Expenses

Guide to Aidable/Non-Aidable Transportation Expenses

This document contains an up-to-date listing of aidable and non-aidable transportation expenses, as well as detailed information about transportation expenses that require prior written SED approval in order to be aidable. The lists will be updated quarterly, if new information becomes available. These lists are provided to assist districts in completing schedules G, H and I on SAMS. These lists are guidelines and this is an evolving document. If you have questions or concerns about items appearing on these lists, or not appearing, please contact the Pupil Transportation Unit. Questions regarding the aidable/non-aidable status of transportation expenses included or not included on these lists should be submitted in writing to:

State Education Department
Educational Management Svcs.
Pupil Transportation Unit
Room 1075 Education Building Annex
Albany, New York 12234
transportation@nysed.gov

<http://www.nysed.gov/pupil-transportation/guide-aidable-non-aidable-transportation-expenses>

27

Form FB

Interest Rate Reduction Waiver

28

- This form will only populate if there is a project that will potentially be affected

Interest Rate Reduction Waiver Application Form

For complete details on Project data: [Explanation of Project Data](#).

For instructions on filling out the form, please see the SAMS Help file.

Reasons for Waiver Request:

1. Bond Issued as Non Callable
2. Already refinanced; additional advance refunding not permitted. Bond not currently callable until future date
3. Refunding this bond would not meet savings threshold in NYS Local Finance Law
4. District would exceed its constitutional debt limit as a result of refinancing

Prospective Project Waiver Application

Project Number	2021-22 Estimated Single Year Aid Impact	Estimated Total Aid Impact over Remaining Life of Project	Are you applying for a waiver for this project?	Date of Bond Issue Currently Financing this Project (Enter in MM/DD/YYYY Format)	Reason for Waiver Request	Call Date (Enter in MM/DD/YYYY Format)	Waiver Approved?
5016 003	-17	-86	Yes	11/09/2017		10/01/2028	Y

Summary Of Estimated Aid Impact

2021-22 Estimated Aid Impact: All Projects	2021-22 Estimated Aid Impact: Excluding Waived Projects	Estimated Aid Impact Over Remaining Life: All Projects	Estimated Aid Impact Over Remaining Life: Excluding Waived Projects
-17	0	-86	0

Bond Issued As Non Callable [1]

Already Refinanced; Additional Advance Refunding Not Permitted [2]

Refunding This Bond Would Not Meet Savings Threshold In NYS Local Finance Law [3]

District Would Exceed Its Constitutional Debt Limit As A Result Of Refinancing [4]

Building Condition Survey

29

Form FB: Building Data

Form FB - Building Data 2021-22 Claim Year	2019-20 School Year SED File (Prior)	2020-21 School Year EDP Form #10 (Actual)	2021-22 School Year EDP Form #38 (Projected)
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Part XI. Miscellaneous Data for Aid and Projections

136. 2021-22 Projected Total Capital Expense (Not Borrowed Monies). In addition to budgetary appropriations, please include 2021-22 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 2021-22 Projected Capital Outlay Exception Expense for Emergency projects, project less than \$100,001, or Small City Debit Limit Waiver.
138. Building Condition Survey: Total Square Footage of Buildings Surveyed
139. Expenditures for Building Condition Surveys associated with the square footage reported in Entry 138 above

Note: To apply for 2021-22 Building Condition Survey aid for 2020-21 expenditures, please enter actual expenditures in 2020-21 middle column above.

Only districts on SED Office of Facilities Planning 2020 & 2021 BCS assignment lists and NYC can apply for 2021-22 BCS aid.

To enter 2021-22 projected building condition survey expenditures, please enter expenditures in 2021-22 column.

Only districts on SED Office of Facilities Planning 2021 or 2022 BCS assignment lists and NYC can report 2021-22 projections.

2020 BUILDING CONDITION SURVEY AND VISUAL INSPECTION (11-16-2020)

ACTION REQUIRED: Must be completed by December 31, 2020 and submitted by March 1, 2021

2020 Building Condition Survey and 2020 Visual Inspections

The 2020 Building Condition Survey (BCS) and 2020 Visual Inspection (VI) districts deadlines are looming. These surveys and inspections must be completed by 12/31/20 and submitted by 03/01/21.

Although NYSED has requested that the deadline (which is in law) be extended, an extension has not yet been provided. In the absence of such response, we encourage all districts to prepare to complete their assigned BCSs and VIs timely. Districts assigned to the 2020 BCS grouping may lose the BCS reimbursement if there is no extension and the surveys are not completed according to the statutory timelines.

Please reference the website, **Building Condition Survey and Visual Inspection:**

<http://www.p12.nysed.gov/facplan/BldgCondSurv.htm>

- 2020-2024 Building Condition Survey - [Assignment List](#) (115KB) (12/10/20)
- 2020 and 2022 Visual Inspection - [Assignment List](#) (181 KB) (11/22/19)

<http://www.p12.nysed.gov/facplan/>

Importing From Your Software and Key Areas to Check

ST-3 Tips and Recommendations

31



TIP!

- SAMS has an **import function**
 - ▣ Can pull in automatically your accounting records for the current year actual numbers
 - For all funds!
 - Close your funds first, so final fund balance is transferred to ST-3 properly
 - ▣ Would still need to manually enter the projected expenditures for 21-22
 - **Reminder:** Enter projected expenditures for 21-22, not necessarily 21-22 budget
 - This information will be used for projecting 22-23 State Aid

ST-3 and Claim Forms

32

- Information in the ST-3 meets two purposes:
 - ▣ All governments in NYS must report their financial position annually
 - ▣ Expenditures eligible for aid are reported on the ST-3 and/or the claim forms and together are used to determine the eligible State Aid
- Important to ensure key information in the ST-3 are reported in the proper places, for example:
 - ▣ Instructional Material expenditures
 - ▣ Transportation expenditures
 - ▣ Summer 4408 expenditures

Submitting the ST-3

33

- ❑ Run ST-3 Edit Report and clear or explain all questions/ comments
- ❑ Make sure all sections are set as “Ready”
- ❑ Have Superintendent review, complete ST-3 Certification form and transmit report
- ❑ Print OSC ST-3 Certification Form and have Treasurer sign & mail in
- ❑ Monitor the progress of the report by selecting “Activity Log” in SAMS
 - ❑ Respond promptly to any questions
 - ❑ Use “Revision Data” section for changes
 - ❑ Make sure to transmit revisions
 - Doesn't require Superintendent to send revisions

Fall Workshops



Plans for Fall Workshops

35

- Due to ever changing status of the pandemic and out of concern for our subscribers, we will not be holding the 2021 Fall Workshops in person
- We hope to return to in-person **Fall Workshops** in September 2022
- We continue to be available for BOCES /ASBO Chapter Meetings





Plans for September 2021



36

- Our webinars have been well received, but we respect the fact that one hour webinars are the preferred length, so we will:
 - ▣ September Coffee Talk will replace our Fall Workshop (and will be recorded for easy listening options)
 - Focus will be on the most common issues with the Claim Forms and ST-3 and how to resolve them
 - ▣ We will hold our Knowledge Café and BO-Talks in September on current issues
 - ▣ We will have a webinar on how to complete the Supplemental Schedules SS10-SS16 for those who operate their own Summer 4408 program(s)

Next Coffee Talk

37

September 14, 2021 @
9 AM

Topic: Troubleshooting
Claim Form Issues and
Revisions and Edits



Contact Us

38



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