

We Have Updated Our Website!



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State Aid Planning

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Webinars
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Coffee Talk

Monthly webinars focusing on topics related to school business management functions



Schedule



Zoom Link

ID: 958 3638 6798
Password: 671233



Presentations

You may print out a copy of the PowerPoint by going to the **Presentation** link.

Recordings of all the presentations are available under the Webinar Recordings link.

PUTTING STUDENTS FIRST



Troubleshooting Claim Form Issues, Revisions and Edits



State Aid & Financial Planning Service
Coffee Talk
September 2021

Agenda

3



Maximizing State Aid

- Lines in the Claim Forms to review
- Areas in the ST-3 and Supplemental Schedules to review

Fall Planning

- Provide PD for Supt./BOE?
- Long range planning for Foundation Aid increases, CRRSA and ARPA coming and going, and Tax Cap considerations



4

Claim Forms, ST-3 and Supplemental Schedules

Tips on Key Lines/Areas to Verify

Transfers to Capital Fund

5

Form FB: Building Data

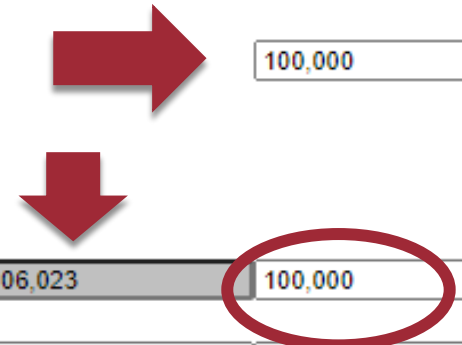
Form FB - Building Data 2021-22 Claim Year	2019-20 School Year SED File (Prior)	2020-21 School Year EDP Form #10 (Actual)	2021-22 School Year EDP Form #38 (Projected)
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Part XI. Miscellaneous Data for Aid and Projections

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.

			100,000
	100,000	106,023	100,000



Line 137 21-22: Used to make projections in the Executive Budget for Building Aid in 22-23.

Line 137 20-21: Used to make sure you claimed aid for 20-21 Capital Exception Aid. Don't see anything? Check Schedule G3 of ST-3.

Sch G3 – Capital Fund Expenditures

6

Schedule G3 is a **Building Aid claim form** for Capital Outlay Exception Aid projects:

- Projects <\$100,001
- Approved Small City Waiver projects
- Approved Emergency Projects

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				0
16. Non-aidable Projects				0
17. Installment Purchase Contracts				0
CAPITAL OUTLAY EXCEPTION AID (LINES 18-29)				
Project < \$100,001 for Capital Outlay Exception Aid		Proj #		
18.				0
Approved Small City Waiver for Capital Outlay Exception Aid				
19.				0
Approved Emergency Projects for Capital Outlay Exception Aid				
20.				0
21.				0
22.				0
23.				0
24.				0
25.				0
26.				0
27.				0
28.				0
29.				0
Other Projects				
	Project No	H522 Current Funds (Bud Apps, EXCEL Other & Cap Res)	H524 Obligations (Bonds, BANS, Cap Notes)	Total Project
30.				0
31.				0
32.				0
33.				0
34.				0
35.				0

Schedule N & Unapproved BOCES Services

7

140. Expenditures for Purchase and Installation of Stationary Metal Detectors, Security Cameras and Safety Devices.
Note: To apply for 2021-22 aid for these items please refer to Form FB, Schedule N. Regarding the projected expense above, please read the memo in attached link for further instructions. See detailed instructions in the help file. <http://emsc32.nysed.gov/facplan/SecurityCameraMCA051711.html>

For information on the NYSAFE Act and its impact on school district building aid, please refer to the memo in the following link: https://stateaid.nysed.gov/build/html_docs/nysafe+3602.6-c.htm

141. State Aided Instructional Computer Hardware Staff Development

142. NYC Only: Charter Schools Facilities Expenditure Pursuant to section 2853 (3)(e) and 3602 6-g of the Education law.

- Charter Schools Facilities actual expenditure amounts should only include amount in excess of the \$40 Million statutory threshold

143. Not Used

144. Minor Repair Expenditures (A1621) to Restore Leased Facilities

145. General Fund Expenditures Disallowed for Aid (For AOE Calc)

146. Unapproved BOCES Services

Form FB : Building And Misc.:
Form FB : Building and Misc. Ready
Interest Rate Reduction Waiver Application Form
Schedule M2 - Expenses for Lease of Buildings Ready
Schedule N - Security Cameras, Metal Detectors and Other Safety Equipment
Schedule T - Shared Services Aid - Big 5 and Non-components of BOCES Only Ready
Schedule W - Water Testing Aid Ready
Form F Building Edit Report Ready
Form Set FB Certification

Line 140 20-21: Did you buy anything eligible for aid? Make sure Schedule N is completed.

Line 140 21-22: Used to project aid for 22-23.

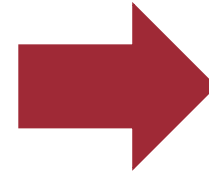
Line 146: Ask your BOCES. Helps reduce your AOE which can increase EC Aid.

Transportation Capital Aid

8

Part XII. Total Cost of Buses to be Purchased and New Buses Leases During the 2021-22 School Year for Projection of 2022-23 Transportation Capital Aid

164. Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Buses/Vehicles With Purchase Order Date Between 7/1/21 and 12/31/21, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.
165. Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Buses/Vehicles With Purchase Order Date Between 1/1/22 AND 6/30/22, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.



Fill in with what you paid or are planning on paying for bus purchases this year. (Not the amount of any debt service costs.)

Includes cash purchases, new leases and financed purchases.

Used to project Transportation Aid in the Executive Budget and as part of the Tax Cap calculation.

Reconcile Transportation Schedules with ST-3 Information

9

Reminder:

ST-3 includes all costs for transportation.

Claim form schedules include only the aidable expenditures.

Check:
Schedules G, H, I, J, K

- Should be equal to or less than amounts in ST-3

- Revise ST-3 for miscoded items

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	A5510.450	172,137
2.	Oil and Other Lubricants and Fluids, automotive (i.e. Antifreeze, Windshield Wash, Diesel Fuel Additives or Exhaust Fluid, etc.)	A5510.450	8,665
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.)	A5510.450	66,652
4.	Tires	A5510.450	20,129
5.	Garage Supplies	A5510.450	3,149
6.	Transportation Office Supplies and Forms	A5510.450	2,045
7.	Cleaning Supplies		
8.	Custodial Supplies		
9.	Welding Supplies	A5510.450	2,111
10.	Equipment Parts (parts for the repair of existing equipment)	A5510.450	16,892
11.	Small Tools	A5510.450	279
12.	Meeting & Training Materials		
13.	Union contracted Aidable staff allowances (uniforms, clothing, shoe, tool allowance, safety equipment)	A5510.450	26,683
14.	Onboard Computers - including software training		
15.	Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		
16.	Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		
17.	Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		
18.	Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		
19.	Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		
20.	Total Transportation Supplies and Materials for 2020-21 (Sum #1 - #19):		318,742
21.	Non-Aidable Supplies and Materials for D.O. Transportation (SED Use)		
22.	Net Aidable Supplies and Materials		318,742

Summer §4408 Miles

10

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		09/09/2020	09/08/2021
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)			

Line 114 is a deduction. Miles listed here are a **deduction** from Transportation Aid.

Must report those costs in the Special Aid Fund (F5511-F5551) and claim them through STAC system. 80% reimbursement available.

No Double Dipping...

11



Schedule B2 - Special Aid Fund
Revenues



	Account		2019-20 School Year SED File (Prior)	2020-21 School Year DP Code 53 (Actual)	2021-22 School Year DP Code 53 (Projected)
Revenues from Local Sources					
Reimbursement of Medicare Part D Expenditures	F2700	1			
DOH-Chapter 428-Early Intervention Program					
Tuition Only	F2770	2			
Transportation	F2770	3			
Evaluation Programs	F2770	4			
Section 4410 - 12 Month Preschool Programs					
Tuition Only	F2770	5			
Transportation	F2770	6			
Evaluation Programs	F2770	7			
Records Management (Local Government	F3060	8			
Records Management Improvement Grant)					
Other Local Revenues (Specify)	F2770	9			
Interfund Revenues	F2801	10			
Total Revenues from Local Sources	FT2999	11	0	0	0
State Aid					
Employment Preparation Education Aid	F3281	12			
Section 4408 - School Age July/August Program					
Tuition Only	F3289	13	192,756	159,368	190,000
Other	F3289	14			
Reimbursement of Tuition Exp for Students					
Attending State Supported Schools for the Blind	F3289	15			
& Deaf - 10 month, School Age & Preschool					
(Section 4201)					
Other State Aid	F3289	16			
Total State Aid	FT3999	17	192,756	159,368	190,000
Federal Aid					
NCLB Title I Migrant Education	F4110	18			
NCLB Title I Basic Grant (EXCLUDE ARRA)	F4126	19	152,470	180,752	180,000
NCLB Title V Innovative Program Strategies	F4128	20			
NCLB Title IV Safe and Drug Free Schools	F4129	21			
Individuals with Disabilities Education Act (IDEA)	F4256	22	719,094	690,994	690,000
(EXCLUDE ARRA)					
Vocational Education	F4277	23			
Other Federal Aid (Specify)(Including RTTT)	F4289	24	68,155	72,533	73,000
TITLE II & TITLE IV					
Medicaid Assistance	F4601	25			
Workforce Innovation and Opportunity Act	F4791	26			
(WIOA)					
Total Federal Aid	FT4999	27	939,719	944,279	943,000
Interfund Transfers					
Interfund Transfers - Special Education (Section	F5031	28	48,189	39,842	40,000
4408 Only)					
Interfund Transfers	F5031	29			
Total Interfund Transfers	FT5059	30	48,189	39,842	40,000
TOTAL SPECIAL AID FUND REVENUES	FT5599	31	1,180,664	1,143,489	1,173,000
AND INTERFUND TRANSFERS					

21-22 Projected:

Include the
CRRSA and
ARPA grants

Only include the
portion for 21-22

Note: This is true
for the 21-22
Transparency
Report too!

Program for Students with Disabilities School Age - School Year

Instructional Salaries	F2250.15	81	480,412	436,026	437,000
Noninstructional Salaries	F2250.16	82	110,646	117,046	117,000
Equipment	F2250.2	83			
Contractual and Other	F2250.4	84	69,087	90,246	90,250
Materials and Supplies	F2250.45	85	25,235	8,837	8,900
Tuition Paid to Public Districts in NYS (excluding Special Act Districts)	F2250.471	86			
Tuition - All Other	F2250.472	87			
Payments to Charter Schools	F2250.473	88			
Textbooks	F2250.48	89			
BOCES Services	F2250.49	90			
Employee Benefits	F2250.8	91	33,714	38,838	39,000
Total Program for Students with Disabilities-School Age-School Year	F2250.0	92	719,094	690,993	692,150

Section 611 and Section 619 go here, but not Summer \$4408

Check where Summer \$4408 Program Costs are included in ST-3

Program for Students with Disabilities School Age-July/August (Section 4408 Education Law)

Instructional Salaries	F2253.15	115	67,455	69,002	69,000
Noninstructional Salaries	F2253.16	116	12,035	8,567	8,600
Equipment	F2253.2	117			
Contractual and Other	F2253.4	118			
Materials and Supplies	F2253.45	119			
Tuition Paid to Public Districts in NYS (excluding Special Act Districts)	F2253.471	120			
Tuition - All Other	F2253.472	121	33,316	26,092	33,000
Textbooks	F2253.48	122			
BOCES Services	F2253.49	123	74,706	40,539	75,000
Employee Benefits	F2253.8	124	6,045	13,709	13,700
Total Program for Students with Disabilities-School Age-July/August (Section 4408 Education Law)	F2253.0	125	193,557	157,909	199,300

PUPIL TRANSPORTATION - EXCLUDING SUMMER TRANSPORTATION for Students With Disabilities

District Transportation Services

NonInstructional Salaries	F5510.16	245			
Equipment	F5510.2	246			
Purchase of Buses	F5510.21	247			
Contractual and Other	F5510.4	248			
Materials and Supplies	F5510.45	249			
Employee Benefits	F5510.8	250			
Total District Operated Trans Services (Lines 245 - 250)	F5510.0	251	0	0	0
Contract Transportation	F5540.4	252			
Public Transportation	F5550.4	253			
Transportation Services from BOCES	F5581.49	254			
TOTAL PUPIL TRANSPORTATION - EXCLUDING SUMMER TRANS for Students with Disabilities (Lines 251-254)	F5597.0	255	0	0	0

This is where regular Transportation costs go. Not Summer \$4408 Transportation.

Check where Summer \$4408 Transportation Costs are included in ST-3

PUPIL TRANSPORTATION - SUMMER TRANSPORTATION for Students With Disabilities (Pursuant to Education Law Section 4408, Section 4201, and OPWDD Chapters 47/66 & JULY / AUGUST Programs)

Please see the following important information about Transportation Expenditure Reporting:

<http://www.oms.nysed.gov/stac/schoolage/transportation/home.html>

District Transportation Services

Noninstructional Salaries (Excl Trans Supv Office)	F5511.16	256	44,020	33,952	40,000
Noninstructional Salaries (Trans Supervisor Office)	F5511.16	257			
Contractual and Other	F5511.4	258			
Materials and Supplies	F5511.45	259			
Employee Benefits	F5511.8	260	3,367	7,350	
Total District Operated Trans Services for Sections 4408, 4201, OPWDD Chapters 47, 66 & 721 (Lines 256 - 260)	F5511.0	261	47,387	41,302	40,000
Contract Transportation	F5541.4	262			
Public Transportation	F5551.4	263			
Transportation Services from BOCES	F5582.49	264			
TOTAL PUPIL TRANSPORTATION - SUMMER TRANS for Students with Disabilities (Section 4408, 4201, OPWDD Chapters 47, 66 & 721 July/August Programs) (Lines 261-264)	F5598.0	265	47,387	41,302	40,000

STAC Unit reconciles to Line 265

Transportation Aid Projections

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Schedule A4c - General Fund Expenditures by Function and Object of Expense 327-463



ST3 - Annual Financial Report		2019-20 School Year from SED File	2020-21 School Year (Actual) DP #49	2021-22 School Year (Projected) DP #49
PUPIL TRANSPORTATION				
District Transportation Services				
327. Instructional Salaries (Trans Supervisor Office)	A5510.15			
328. Noninstructional Salaries (Excl Trans Supv Office)	A5510.16	2,138,918	2,230,838	2,464,872
329. Noninstructional Salaries (Trans Supervisor Office)	A5510.16	168,993	178,619	171,020
330. Equipment	A5510.2			
331. Purchase of Buses	A5510.21			
332. Contractual and Other	A5510.4	153,478	144,885	153,564
333. Materials and Supplies	A5510.45	340,873	315,593	494,000
334. BOCES Bus Driver Training Services	A5510.49			
353. BOCES Bus Maintenance Services	A5510.49			
336. Total District Transportation Services	A5510.0	2,802,262	2,869,935	3,283,456
Garage Building				
337. Noninstructional Salaries	A5530.16	7,523	9,629	9,799
338. Equipment	A5530.2			
339. Contractual and Other	A5530.4	66,631	135,456	75,957
340. Materials and Supplies	A5530.45	4,285	3,148	3,000
341. Total Garage Building	A5530.0	78,439	148,233	88,756
342. Contract Transportation	A5540.4	0		
343. Public Transportation	A5550.4			
344. Transportation from BOCES	A5581.49			
345. TOTAL PUPIL TRANSPORTATION	AT5599.0	2,880,701	3,018,168	3,372,212

Projected
does not
necessarily
mean
Budgeted

Evaluate
what you
want
included in
the
Executive
Budget

Supplemental Schedules

16

- SS31-SS34 – CPSE Administration Costs
 - ▣ Make sure they are completed
 - ▣ Make sure someone has billed county for reimbursable costs and money has been received
 - ▣ Need some help with this? Check out the *August Knowledge Cafe*

- SS10-SS16 – Summer 4408 In-District Program
 - ▣ Make sure they are completed if operate your own Summer §4408 program(s)
 - ▣ Make sure someone is STACing children, receiving State Aid, and reconciling receivables in (F)
 - ▣ Need some help with this? Listen to our webinar 10/6/21

GASB 84 Accounting Change

17

Agency Fund (TA)

- Governmental Funds
 - General Fund
 - Miscellaneous Special Revenue Fund
- Custodial Fund

Private Purpose Trust Fund (TE)

- Remain in Private Purpose Trust Fund
- Miscellaneous Special Revenue Fund

GASB 84 ST-3 Issues

18

Statement H1 - Custodial Fund Changes in Fund Net Assets

	Account	DP Code 77	Amount
Net Assets or (Deficit) July 1, 2020	TC8021	1	<input type="text"/>
Prior Period Adjustments (Specify):			
Additions:			
Deductions:			
	TC8015	5	
Add: Revenues (From Schedule H2)	TCT5599	6	<input type="text" value="393,700"/>
Less: Expenses (From Schedule H2)	TCT9999.0	7	<input type="text" value="59,193"/>
Rounding Adjustments (Plus or Minus)	TC8026	8	<input type="text" value="0"/>
Net Assets or (Deficit) June 30, 2021	TC8029	9	<input type="text" value="334,507"/>

7/1/20 equity that has been reclassified between funds, goes here

Save

Reset

Save & Ready

State Aid Homepage | Contact Us

Ver 1.8.51

19

Approval Process and Revisions

What to Watch, Edits and Revision Process

Remember to Review Activity Log

20


Entity Name

BEDS Code

Claim Year

SAMS

NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM



Welcome (School Entity User) CORE 08/30/2021 02:04 PM Home | Issue Reporting | Help | Logout

Entity Info | Forms | Claim Verifications | **Activity Log** | Reports |

Activity Log

Form Set:

Category:

Activity type:

Date Range (mm/dd/yyyy): -

<u>Log ID</u>	<u>BEDS Code</u>	<u>Claim Year</u>	<u>Form name</u>	<u>Activity type</u>	<u>Description</u>	<u>Date</u>	<u>User</u>
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Activity Log –
All Claim Forms and ST-3 Communications are
Here

2020-2021	Form Set ST-3	Correspondence	Notification	09/09/2020 01:35 PM	Ashley Weil
2020-2021	Form Set ST-3	Data State	Clean	09/09/2020 01:34 PM	Ashley Weil
2020-2021	ST-3 Edit Report	Data State	Clean	09/09/2020 01:34 PM	Ashley Weil
2020-2021	Form Set ST-3	Data State	Corrections Accepted	09/09/2020 01:34 PM	Ashley Weil
2020-2021	ST-3 Edit Report	Data State	Corrections Accepted	09/09/2020 01:34 PM	Ashley Weil
2020-2021	Form Set ST-3	Data State	Corrections in Progress	09/09/2020 01:34 PM	Ashley Weil
2020-2021	ST-3 Edit Report	Data State	Corrections in Progress	09/09/2020 01:34 PM	Ashley Weil
2020-2021	Form Set ST-3	Data State	Corrections Submitted	09/09/2020 10:56 AM	
2020-2021	ST-3 Edit Report	Data State	Corrections Submitted	09/09/2020 10:56 AM	
2020-2021	Form Set ST-3	Correspondence	Notification	09/09/2020 09:33 AM	Ashley Weil
2020-2021	Form Set ST-3	Data State	Edit Rejection	09/09/2020 09:33 AM	Ashley Weil
2020-2021	ST-3 Edit Report	Data State	Edit Rejection	09/09/2020 09:33 AM	Ashley Weil
2020-2021	Form Set ST-3	Data State	Edit in Progress	09/09/2020 09:27 AM	Ashley Weil
2020-2021	ST-3 Edit Report	Data State	Edit in Progress	09/09/2020 09:27 AM	Ashley Weil
2020-2021	Form Set ST-3	Data State	Certified	09/08/2020 05:24 PM	
2020-2021	ST-3 Edit Report	Data State	Certified	09/08/2020 05:24 PM	
2020-2021	Form Set FT Transportation	Data State	Certified	09/08/2020 05:23 PM	
2020-2021	Form F Transportation Edit Report	Data State	Certified	09/08/2020 05:23 PM	
2020-2021	Form Set FB Building And Misc	Data State	Certified	09/08/2020 05:23 PM	
2020-2021	Form F Building Edit Report	Data State	Certified	09/08/2020 05:23 PM	
2020-2021	Form Set A	Data State	Certified	09/08/2020 05:22 PM	
2020-2021	Form A Edit Report	Data State	Certified	09/08/2020 05:22 PM	
2020-2021	ST-3 Edit Report	Data State	Ready	09/08/2020 05:13 PM	

Correspondence from SED

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Correspondence Details

Log ID	Description	BEDS Code	Claim Year	Form Set	Date	User
1111741	Notification	-----	2020-2021	Form Set ST-3	09/09/2020	Ashley Weil

To: User Id <input type="text"/>	To: First Name <input type="text"/>	To: Last name <input type="text"/>
To: Email <input type="text"/>	To: Phone Number <input type="text"/>	To: Fax Number <input type="text"/>
From: User Id SAMS	From: First Name <input type="text"/>	From: Last name <input type="text"/>
From: Email <input type="text"/>	From: Phone Number <input type="text"/>	From: Fax Number <input type="text"/>

Details

This is an auto generated email, please do not respond directly to this message via email but rather follow the below instructions and make any appropriate changes through SAMS.

CSD

Your 2020-2021 Form Set ST-3 has been rejected. Please log into SAMS, go to the Revision Data Area and run the edit report. Note our comments and which edits must be addressed. Please make any data changes in the Revision Data area, re-run the edit report and add comments as needed, then submit your revisions using the Change Submission Summary form.

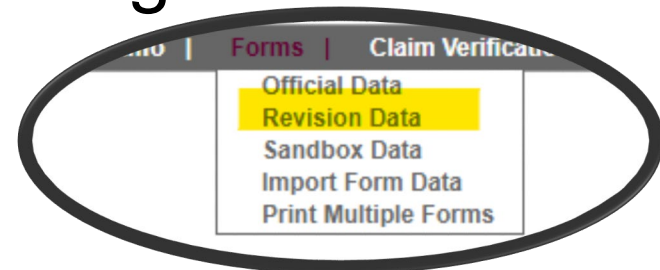
If you need more information regarding this message, please contact the State Aid staff person assigned to this form. To find out the State Aid staff person assigned, please logon to SAMS and check the Activity Log.

Pull here to make bigger

Want/Need to Revise Claims/ST-3?

23

- ❑ Must be under the Revision Data section in SAMS.
- ❑ Make sure you can see the “REVISION” watermark at all times.
- ❑ Make all the revisions you are aware of at the same time. Form “frozen” while they review.
- ❑ Make sure that you “Submit” the revision, so SED knows you changed something.
- ❑ Follow through on the process.



Sample of Revision Section

24

Expand All | Collapse All

Core Forms

+ Form A and Schedules:

- Form FB : Building And Misc.: Edit in Progress

Form FB : Building and Misc. Ready

Interest Rate Reduction Waiver Application Form

Schedule M2 - Expenses for Lease of Buildings Ready

Schedule N - Security Cameras, Metal Detectors and Other Safety Equipment

Schedule T - Shared Services Aid - Big 5 and Non-components of BOCES Only Ready

Schedule W - Water Testing Aid Ready

Form F Building Edit Report Edit in Progress

Form FB Change Submission

+ Form FT : Transportation: Clean

+ ST-3 Forms and Schedules (Financial): Clean with Issues

+ RSU Forms and Schedules:

+ CPSE Administrative Forms and Schedules Clean

+ Schedule F6 : Bus Amortization: Clean

+ NYSED Only Form Set:

“Issues” are outlined in the Edit Report by SED.



End goal is to have each section say “Clean”

Review the Change Summary for Accuracy

25

Revision History Report

Change Submission Summary

BEDS Code:

Institution:

Current Date: 08/30/2021 02:00 PM

Submission Date: 09/09/2020 10:56:24 AM

Form	Item # and Label	Official Value(a)	Revised Value(b)	(b-a)Calc?	School Year	PYA?Type
SCHEDULE A4a - Expenditures by	28: General Support - Finance - Bu	3,754	3,379	-375	2019-2020	
SCHEDULE A4c - Expenditures by	431: Undistributed Expenditures - I	33,426	33,801	375	2019-2020	

You Know You are Done....

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Correspondence Details						
Log ID	Description	BEDS Code	Claim Year	Form Set	Date	User
1111990	Notification		2020-2021	Form Set ST-3	09/09/2020	Ashley Weil

To: User Id	To: First Name	To: Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>
To: Email	To: Phone Number	To: Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
From: User Id	From: First Name	From: Last name
SAMS	<input type="text"/>	<input type="text"/>
From: Email	From: Phone Number	From: Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Details

This is an auto generated email, please do not respond directly to this message via email but rather follow the below instructions and make any appropriate changes through SAMS.

CSD

Form Set ST-3 has been cleaned by the State Aid Office.

If you need more information regarding this message, please contact the State Aid staff person assigned to this form. To find out the State Aid staff person assigned, please logon to SAMS and check the Activity Log.

For each Claim Set

Important Dates

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- ❑ Forms were due 9/2/21
- ❑ Dunning letters normally sent every Friday (starting 9/10)
- ❑ October 1st – important that you get the originals in by approximately this date, so SED has time to review
- ❑ October 15th or so – Critical that Claim Forms and ST-3 be at least “Clean with Issues” so information can be included in November database for the Executive Budget projections
- ❑ Remember to go back and resolve the “Issues” as eventually you need to get to “Clean” for every section
- ❑ **Also don't forget to do the 180 Days Calendar section**

Some Thoughts As the Year Starts

28

School Year
2021-22



Fall Planning

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- Prepare Superintendent and BOE for results of Audited Financial Statements
 - ▣ Due to changes from adopting GASB 84
 - Short training?
 - Informative memo?
 - ▣ Fund balance
 - Significant changes this year?



CRRSA and ARPA Grants

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- Overview:
 - ▣ Accounted for in Special Aid Fund
 - ▣ Revenue coded to F4289-Other Federal Aid
 - ▣ Expenditures coded:
 - Current year expenditures for which there is an appropriate (F) code, use that account code
 - Current year expenditures for which there is not an appropriate (F) code, use F1988.4-Unallocated Exp.
 - Reimbursements to another fund for expenditures incurred in the prior year(s), use F9901.9-Interfund Transfers Out in (F) and 5031-Interfund Transfers In for fund(s) being reimbursed

Planning for CRRSA/ARPA

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- This fall would be a good time to gather key stakeholders to more formally establish/review goals of the new federal money
 - ▣ Plan/modify plan for use of funds
 - ▣ Plan what will happen when federal funds are gone



Planning for Foundation Aid Increase(s)

32

Many districts received significant increases in Foundation Aid for 21-22 with the promise of large increases in 22-23 & 23-24

Other districts received a modest increase in Foundation Aid for 21-22 but no promise of any increases for either 22-23 or 23-24

Do you have a plan to handle the future?



For Your Consideration

33

- Is 2021-22 the year that a more formal long-range plan is developed?
- Generally, lots of money this year
 - ▣ How to mitigate the cliff while getting children caught up and then exceling?





Upcoming Trainings

September 22, 2021 @ 9 a.m.
Knowledge Cafe

September 24, 2021 @ 9 a.m.
BO-Talk

October 6, 2021 @ 9 a.m.
Special Training –
Completing the SS10-SS16
Schedules for In-District
Summer 4408 Programs

October 13, 2021
@ 9 AM
Topic: Joint Session with BO-Talk —
Review of BOCES and
Transportation Aid and How to
Maximize Each



Contact Us

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State Aid & Financial Planning Service

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