



Maximizing State Aid: Preview of June 30th Due Dates and Preparing for Year End

Joint Coffee Talk /BO-Talk
June 1, 2022

Agenda

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- ☐ Planning/scheduling year-end deadlines
- ☐ Accounting items to check now
- ☐ Federal grant requirements
- ☐ Access to SAMS
- ☐ Gathering data for your State Aid claims
- ☐ STAC deadlines



Preparing for the Audit

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- ❑ Contact your external auditor and coordinate audit process
 - Plan backwards from the deadline
 - Schedule dates for preliminary and final fieldwork
 - Schedule regular meetings w/your Audit Committee
 - Plan around board meeting dates for board acceptance of final audit
 - Get list of the information that the auditor will need
 - Assign responsibilities/task to prepare documents/reports now



Preparing for the Audit (Cont.)

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- ❑ Gather information to be reported to fixed asset company
 - Run report from your financial system of all equipment purchases
 - .2 object codes from the General Fund, Special Aid Fund, Food Service Fund
 - Report on assets purchased or constructed in Capital Fund is also needed
 - Can always add late purchases
- ❑ Getting information to actuary for GASB 75 reporting (*Post Employment Benefits Other than Pensions*)
 - Employee and Retiree data
 - Plan descriptions

Review Grants and Record Entries within the Special Aid Fund

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- ❑ Compare aid received vs. eligible expenditures to date by state/federal grant
 - Be certain that all eligible expenditures have been recorded in the Special Aid Fund (F)
 - Revenues must equal expenditures
 - Complete FS-25 for the difference + next month
 - Not too late, even for June 30th ending grants

Benefits of Reviewing Grants Now

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- ❑ To gain a better understanding of your district's cash flow for this summer
- ❑ Better information for fund balance management
 - No last-minute movement of expenses out of General Fund and related spike in fund balance
- ❑ If there are available appropriations in General Fund, you could fund more costs in 21-22 and carryover more federal funds into 22-23
 - This option might be helpful if at risk of exceeding 4%
 - Determine whether this will have a cash flow affect
 - Be careful with IDEA 611/619 - MOE

Fund Balance Reserves

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- ❑ By June 30th have Board of Education:
 - Establish new reserves if applicable
 - Reserve plan must be in place for each established reserve which outlines the purpose and funding level
 - Fund ongoing reserves, if appropriate
 - Resolutions that set reserves at amounts “up to”
- ❑ Make journal entries to adjust reserves to reflect year-end balances for:
 - Planned uses
 - Approved additions
 - Interest earned

Accounts Receivable

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❑ Review year-end receivables which includes:

- Foster Care
- Health Services
- Non-resident students
 - Special Education
 - N-R children at non-publics receiving special education services
 - N-R children attending your programs
- Shared services



* *Utilize our Non-Resident Billing Guidebook for guidance which you can find here: <https://www.questar.org/wp-content/uploads/2022/05/Non-Resident-Guidebook-2021-22-FINAL.pdf>*

Considerations for 2022 Receivables

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- ❑ Have you issued an invoice for all services provided by in 2021-22?
- ❑ Do you have proper details and documentation on hand to prepare these invoices?
 - If not, you have a little less than a month to track documentation down before year-end
- ❑ Are there any outstanding invoices from the prior year to follow up on?
 - If so, write-off or attempt to collect



Due To/Due From Accounts

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- ❑ Reconcile “Due To” and “Due From” accounts within the Balance Sheet
 - Make journal entries to net those between same funds
 - Pay off “Due To” accounts by June 30th if possible

<div> <div>630</div> <div>391</div> </div>	General	Food Service	Special Aid	Due To
General		150,000	300,000	450,000
Food Service	100,000			100,000
Special Aid	450,000			450,000
Due From	550,000	150,000	300,000	1,000,000

“Netting” Journal Entries

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				Food Service		Special Aid	
C/F-630-Due To Other Funds				100,000		300,000	
	C/F-391-Due From Other Funds				100,000		300,000
A630-Due to Other Funds				100,000		300,000	
	A391-Due From Other Funds				100,000		300,000

<div> <div>630</div> <div>391</div> </div>	General	Food Service	Special Aid	Due To
General		50,000	0	50,000
Food Service	0			0
Special Aid	150,000			150,000
Due From	150,000	50,000	0	200,000

Can any of the “due to” accounts be paid off?

BOCES 700 Co-Sers

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- ❑ 701-709 Co-Sers are for internal service activities
- ❑ Review your final/adjusted budgets for transfer charges (9600s) and credits (9700s)
- ❑ Be certain that the totals for transfers and credits tie out

Compensated Absences and Unsettled Contracts

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- ❑ Run payroll reports before June 30th to ensure current year information for compensated absences will be included within the reports
 - Benefits within report should be based on salary information for the current year
 - Run reports before payroll adjustments are made based on contract salaries for the upcoming 2022-23 school year
 - Begin this process now because it may take some time to calculate compensated absences depending on the number of employees within your district
- ❑ Record accruals for potential settlements for any unsettled contracts prior to July 1st

Purchase Orders and Payables

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- ❑ Review Purchase Orders
 - Close out unnecessary POs, e.g.:
 - POs from beginning of the year or prior year
 - Blanket POs for monthly services
 - Carry forward open purchase orders which are still valid
 - Convert to accounts payable those that goods or services have been received by 6/30
- ❑ Review outstanding Accounts Payable prior to June 30, 2022
 - Determine whether the outstanding items are still valid
 - Make proper adjustments as needed



State Aid Items to Review

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❑ Smart Schools Bond Act (SSBA)

- Have you entered your claim reimbursements within the SSBA portal?
- Did you record a receivable for this reimbursement?

❑ Instructional Materials Aid (IMA)

- Did you spend up to the Maximum Aid Allocation for each of the different IMA categories?
- Were the proper ST-3 codes used to account for your district's instructional materials expenditures?

❑ 2021-22 State Aid Reconciliation tool is available on our website

- <https://www.questar.org/wp-content/uploads/2021/11/2021-22-State-Aid-Reconciliation-2.xlsx>
- This is helpful which can be used to determine the amount of aid that has been paid and what amount is remaining
 - Use current GEN Output Reports & Payment Certificates to perform reconciliation

Capital Projects

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- ❑ Did your district/BOCES issue a bond this year?
 - Do you have breakout of the anticipated revenue by project number for each capital project?
- ❑ Are your capital fund expenditures sorted out by SED project number?
 - If not, now is a good time to break these expenditures out for SAMS reporting
 - You'll need to report details of project numbers assigned by NYSED and funding source
 - Districts to report these details under ST-3 Schedule G3 under the Capital Fund
 - BOCES to report these details under SA-109 Building Payment Capital Worksheet
- ❑ Did you pay down on your Bond Anticipation Notes (BANs) this year?
 - If so, was revenue recognized for this Capital/BAN reduction?



Other Year-End Steps

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- ❑ Food Service
 - Coordinate w/ food service staff to verify inventories before they leave for the summer
- ❑ Review Appropriations Status Report
 - Are any budget transfers needed?
- ❑ Are you in compliance with GASB 87 reporting?
 - Reporting requirement effective as of 7/1/2021
- ❑ Any FCRs due for capital outlay exception/Early Aid Start/BOCES construction projects?
 - These projects are aided based on Pre-Chapter 97 rules and have deadlines for the final cost reports

ST-3 and Statute of Limitation Items

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- ❑ CPSE Administrative Cost Schedules (SS31-34)
 - Did you report costs for the prior 20-21 SY?
 - Have you claimed costs for 19-20? (DQDAD)
- ❑ In-District 4408 Program (SS10-16)
 - Summer 2020 reported so rate can be set?
 - Gather data for Summer 2021 for submission this September (and make sure accounting entries have been made)
- ❑ Have your 2020-21 ST-3/SA-111 been updated to agree with final audit from 6/30/2021?
- ❑ Make sure SAMS revisions have been “Submitted” and showing the “Accepted” status.
 - You can verify status of each submission using the activity log

Federal Grants

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- ❑ Education Stabilization Fund Self-Assessment Survey can be found in business portal under Office of ESSA Funded Program Survey
- ❑ Federal requirements mandate that SEAs provide technical assistance to districts, as well as oversee and monitor the implementation of programs funded w/CARES, CRRSA, and ARP monies
 - SED is utilizing this survey as part of their “monitoring” activities to ensure compliance with programs being implemented to maximize student outcomes
- ❑ Deadline for submission is **June 16th**
- ❑ You may contact SED’s Office of ESSA Funded Programs with any questions
 - Email: CaresAct@nysed.gov
 - Phone: 518-473-0295

Federal Grants

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❑ Maintenance of Effort (MOE) 2022-23

Eligibility/Budget – Due date TBD

- 2020-21 Compliance data was due on March 31st
- Continue utilizing version 1.4 of MOE Calculator
- Eligibility data to be entered under tab #'s 11-13 of the calculator
- You will find updated tools/tips on our website soon to assist with this process under the “Resources” link and “Other” tab
 - The updated Excel worksheet/template to gather information
 - Instructions for preparing the eligibility/budget data

Preparing for the Single Audit

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❑ Uniform Grant Guidance

- Must ensure written policies and procedures over internal controls over federal funds are in place
- CRSSA and ARP Acts allocated significant dollars to school districts
- Are revisions to preexisting policies and procedures over I/C needed?
- See template for policy and procedures from ASBO's "resources" library below:

<https://www.asbonewyork.org/resource/resmgr/docs/FederalFundsProceduralManua.docx>

https://www.asbonewyork.org/resource/resmgr/docs/FEDERALRESERVE_102219_Fillab.pdf

2022-23 SAMS Reporting

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- ☐ Make sure that your status is showing as “ready” in SAMS
 - Is your password up to date?
 - Are the contacts current?
- ☐ Are there new staff members that need access to SAMS?
 - The Superintendent grants rights/access via SED’s Delegated Account System (SEDDAS)

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

CORE SAMS Homepage

The 180 Days Calendar form set is now available in SAMS, and districts should now be able to enter and certify their data.

If you have any questions or concerns with the 180 day form set please contact 180days@nysed.gov.

The [2020-21SY Model Calendar](#) is now available.

Please note the calendar will no longer be submitted for upload into SAMS.

Use the calendar as a district tool for compiling the required data to submit in SAMS per the [180 Day Requirement Guidance for the 2020-21 school year](#) memo (April 2021).

Also, State Aid Management Systems training materials can be found at [SAMS Training Materials](#).

Support for Microsoft's Internet Explorer 11 will end June 2022.

Please use a recommended browser (**Mozilla's Firefox** or **Google's Chrome**) or Microsoft's newest browser, **EDGE**.

SAMS - Latest News and Updates

Entity Info | BOCES Financial | CoSer System | Claims Review | Claim Verifications | Activity Log | Subsystems

BOCES/CoSer Homepage

The 2021-2022 BOCES Financial State Aid Claim Year forms and schedules will be available by September 1, 2021.

Thank you.

There is a known issue with SAMS and Microsoft's newest version of Internet Explorer 11.

We are currently working on this issue and hope to have this issue resolved soon.

In the meantime, you can do the following:

1. Downgrade to an earlier version of Microsoft's Internet Explorer
2. Use an alternate web browser. We recommend either Mozilla's Firefox or Google's Chrome browser.

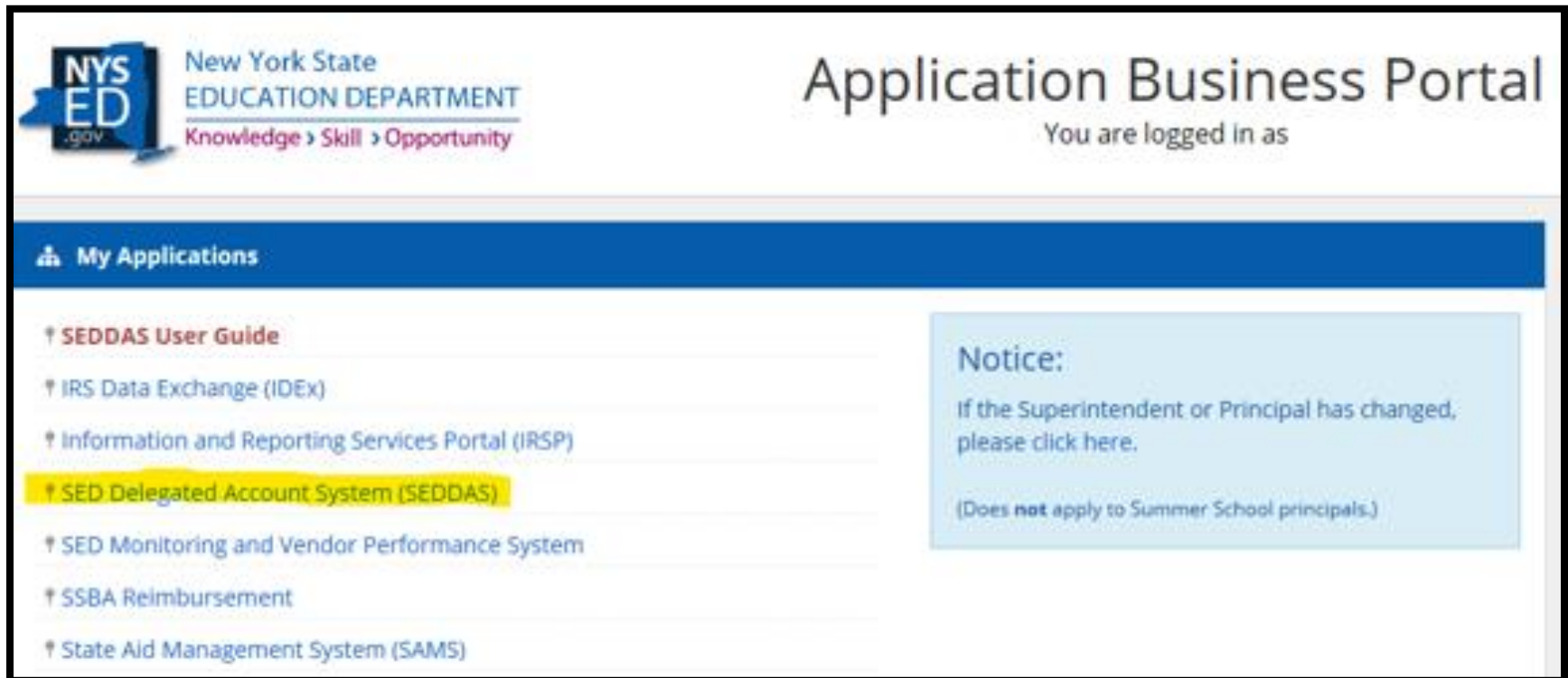
Welcome to the BOCES/CoSer State Aid Management System

[BOCES SAMS Financial System Training Manual for BOCES Users](#)

SAMS - Latest News and Updates

SEDDAS Application

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The screenshot shows the 'Application Business Portal' for the New York State Education Department. The header includes the NYS ED logo and the tagline 'Knowledge > Skill > Opportunity'. The user is logged in. A 'My Applications' sidebar lists several tools, with 'SED Delegated Account System (SEDDAS)' highlighted. A notice box on the right provides instructions for users whose Superintendent or Principal has changed.

NYS ED New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Application Business Portal

You are logged in as

My Applications

- ↑ **SEDDAS User Guide**
- ↑ IRS Data Exchange (IDEx)
- ↑ Information and Reporting Services Portal (IRSP)
- ↑ **SED Delegated Account System (SEDDAS)**
- ↑ SED Monitoring and Vendor Performance System
- ↑ SSBA Reimbursement
- ↑ State Aid Management System (SAMS)

Notice:
If the Superintendent or Principal has changed,
please click here.

(Does **not** apply to Summer School principals.)

Gathering Data for Claim Forms

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- ❑ Print out 2021-22 blank SAMS forms vs. waiting
 - 2022-23 forms will not be available until late July/August
- ❑ Meet with colleagues in June/July to discuss information you will need from them
 - Attendance
 - SED's Template for 900/990 hours and 180 days
 - https://stateaid.nysed.gov/attendance/html_docs/attendance_900_990_Hour_Requirement_memo.htm
 - Enrollment – many categories
 - 21/22 Actual and 22/23 Projected
 - Detail of Transportation costs
 - Contracts
 - Supplies
 - Contracted services
 - Calculate fringe benefits for Transportation staff



STAC Deadlines for June 30th

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STAC PROGRAMS WITH JUNE 30th DEADLINES

SPECIAL EDUCATION AID ASSISTANCE SERVICE

School Year	Placement Type	Service Approval Deadline	Education/Main. Verification	Transportation Verification
2018-19	4408 Summer	June 30, 2022	Online – DVSUM	Online – DVSTR
2018-19	Related Services 4408; Summer 9015 A-D	June 30, 2022	Online – DVSRM	Online – DVST2
2018-19	Summer Chapter 47, 66 & 721	June 30, 2022	Online – DVCSM	Online – DVSTC
2018-19	4201 Summer	June 30, 2022	N/A	Online – DVST3
2019-20	Private 10-Month	June 30, 2022 (for prior year aid)	Online – DVPRV	N/A
2019-20	Public 10-Month High Cost (BOCES, In-District & Other District)	June 30, 2022 (for prior year aid)	Online – DVPUB (may require DCPUB prior to DVPUB)	N/A
2020-21	Private 10-Month	June 30, 2022 (for current year aid)	Online – DVPRV	N/A
2020-21	Public 10-Month High Cost (BOCES, In-District & Other District)	June 30, 2022 (for current aid year)	Online – DVPUB (may require DCPUB prior to DVPUB)	N/A
2020-21	Chapter 47, 66 & 721 – 10-Month	June 30, 2022	Online – DVCHP	Online – DVCHP
2020-21	Homeless	June 30, 2022	Online – DVHOM	N/A



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Additional Resources

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❑ SED's State Aid Unit Website

- Information on specific state aid topics can be found here

❑ SED's State Aid Unit Contact

- Phone: 518-474-2977
- General email:
OMSSAMS@nysed.gov
- Email Directory:
https://stateaid.nysed.gov/contact-us/sa_staff_assignments.htm



Additional Resources

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- ❑ SAMS help website may be accessed via SED's State Aid Unit website
- ❑ Help screens are available for Core SAMS and BOCES SAMS
- ❑ No login is required to review these help screens

State Aid Management System (SAMS) Help 2021-22

The screenshot displays the SAMS Help 2021-22 website. At the top, there are navigation links for 'Contents', 'Index', and 'Search'. Below this, a left-hand menu lists various help topics, including 'Getting Started', 'SAMS Table of Contents', 'Getting and Using Help', 'Selecting an Entity to Work With', 'Data Collection Forms', 'Activity Log', 'SAMS Forms' (which is highlighted), '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', and 'BOCES Facility'. The main content area on the right is titled 'SAMS Forms' and lists several forms and schedules as clickable links: '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', and 'Property Tax Report Card'.

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

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](#)

GASB Statement 87 – Leases

- ❑ A lease is a contract that transfers the right to use another entity's asset for a specific period of time in an exchange or exchange-like transaction
 - A transaction is exchange or exchange-like when each party in the contract receives or gives up essentially equal value
- ❑ Underlying assets include capital assets, land, buildings, vehicles and equipment
- ❑ Changes the way we account for leases

GASB 87 – Leases (*Cont.*)

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- ❑ Originally effective for reporting periods beginning after December 15, 2019
 - i.e., the 2020-21 School Year
- ❑ In May 2020, GASB postponed the implementation date to June 15, 2021 ★
 - Effective for the 2021-22 School Year
- ❑ Will require adjustments to 2021-22 financials for both Lessee and Lessor

GASB 87 – Leases (Cont.)

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- ❑ Yesterday (May 31st) SAP held a special webinar on GASB 87
 - **Topic:** The Basics of GASB 87 – Leases and What an SBO/Treasurer Needs to Know Now
- ❑ Access the presentation and recording on our website
 - <https://www.questar.org/services/financial/state-aid-financial-planning/webinar-recordings/>
 - <https://www.questar.org/wp-content/uploads/2022/05/GASB-87-PowerPoint-5-2022.pdf>
- ❑ Adopting GASBs can be challenging. We encourage you to work closely with your external auditors and your BOCES while implementing *GASB 87 – Leases*.

GASB 87 – Leases (*Cont.*)

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❑ Resources:

- [New GASB Standards | Office of the New York State Comptroller](#)
- OSC's general email for questions-
FinRepGASB@osc.ny.gov
- Additional guidance from NYS OSC is forthcoming

Current Refunding of Bonds

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- ❑ Bond refinancings or “refundings” are used by state and local governments to achieve debt service savings on outstanding bonds
 - The outstanding bonds that are being refinanced are called the “refunded” bonds
 - The new bonds being issued to refinance the outstanding bonds are called the “refunding” bonds
- ❑ SED will be adding an edit check to SAMS to ensure that districts are recording current refunding bonds properly (as requested by OSC)

Current Refunding of Bonds (*Cont.*)

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- ❑ In a Current Refunding, the refunded bonds are called and paid off within 90 days of the date of issuance of the refunding bonds
 - The refunding bond proceeds are held and invested by the district until the call date
 - On the call date of the existing bonds, the proceeds of the new refunding bonds will be used to defease (pay off) the existing bonds
 - Following the defeasance, the issuer will make payments on the new bonds
 - The only tax-exempt refunding option available to states and localities under current law

Current Refunding of Bonds (Cont.)

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- ❑ Refunded Bonds are \$10,100,000 and Bond Issue Costs are \$100,000
- ❑ Refunding Bonds are \$9,800,000 and the Bond Premium is \$400,000
- ❑ Example AJE for this Current Refunding:

Acct #	Description	Debit	Credit
V1380.4	Fiscal Agent Fees	\$100,000	
V9711.6	Serial Bonds (Principal) – School Const.	\$10,100,000	
V5792	Proceeds of Current Refunding Bonds		\$9,800,000
V2710	Premium on Obligations		\$400,000
		\$10,200,000	\$10,200,000

Current Refunding of Bonds (Cont.)

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Schedule F2 - Debt Service Fund Revenues and Expenditures 2022-23 Claim Year - Page 72

ST3 - Annual Financial Report

2020-21 School Year
from SED File

2021-22 School
Year (Actual) DP
#85

2022-23 School
Year (Projected)
DP #85

REVENUES

1. Interest and Earnings	V2401			
2a. Sale of Real Property	V2660			
2b. Does the actual revenue shown above in the middle column for V2660 "Sale of Real Property" include Sale or Transfer of ownership of a building?				
3. Premium on Obligations	V2710		400,000	
4. Interfund Transfer From General Fund (A9901.96)	V5031			
5. Not Used				
6. Interfund Transfers, Other (Specify)	V5032			
7. Proceeds of Advance Refunding Bonds	V5791			
7b. Proceeds of Current Refunding Bonds	V5792		9,800,000	
8. TOTAL DEBT SERVICE FUND REVENUES AND INTERFUND TRANSFERS	VT5599			

14. Term Bonds-Other (Specify)	V9700.6			
15. Serial Bonds - Public Library	VL9710.6			
16. Serial Bonds - School Construction	V9711.6		10,100,000	

EXPENDITURES

9. Fiscal Agent Fees	V1380.4		100,000	
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Webinar Schedules for 2022-23 School Year

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- ❑ Happy end of the 2021-22 school year!
- ❑ We are in the process of finalizing our webinar schedules for the upcoming 2022-23 school year.
- ❑ Updated webinar schedules will be posted to our website and announced via our email listservs soon.



Questions?

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Contact Us!

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State Aid and Financial Planning Service

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