



# Notice



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## State Aid Planning

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STAC Service

**Webinars**

Webinar Recordings

Workshops

## Coffee Talk

Monthly webinars focusing on topics related to school business management functions



Schedule



**Zoom Link**

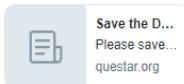
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Password: 671233



Presentations

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

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



Sep 8, 2021

State Aid Planning  
@QIISAP

The 180 Days Calendar Form tree is currently not available in SAMS. As a result, you'll receive a critical error within the Edit Report. SED recently informed us that Form A may be submitted w/this error, but it will

## Knowledge Café

Monthly webinars focusing on topics related to the school business official calendar.



Schedule



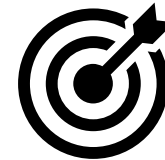
**Zoom Link**

Password: 319866



**Presentations**

PUTTING STUDENTS FIRST



# Knowledge Café December 2021

State Aid & Financial Planning Service

# Agenda

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- ❑ SBO Calendar for January 2022
- ❑ Updates for Tax Cap Calculation
- ❑ Tips on Reviewing Monthly Financial Reports
- ❑ Kathy's Corner
- ❑ Suggestions on How to Budget for State Aid and Salaries
- ❑ Questions and Answers





# SBO Calendar



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Task	Due Date	Filing Requirement	Notes	Priority
Begin tax cap review and preparation	1/1/2022	Annually		Recommended Best Practice
Big 5 Districts Independent Audit Reports due	1/1/2022	Annually	May be submitted electronically to SED via the NYSED Business portal (Surveys in the NYSED Portal under Office of Audit Services - Survey 1) and to OSC at: <a href="mailto:afrfile@osc.state.ny.us">afrfile@osc.state.ny.us</a> (See Appendix L)	Required
Complete Surveys 2/3 in the NYSED Portal under Office of Audit Services (Non-Big 5 Districts)	1/15/2022	Annually	Upload: Financial Statement Board Approval, Management Letter(s), Extra Classroom Audit and/or Corrective Action Plans. Corrective Action Plans (CAP) refers to CAPs for the Financial Statement, Extra Classroom and Management Letter findings (NOT for Single Audit CAP).	Required
Review the Executive Budget Proposal state aid projections and supporting documentation for accuracy	1/15/2022	Annually	Building Aid & Transportation Aid - review for accuracy before inclusion in the Capital Tax Levy Exclusion calculation	Recommended Best Practice
Revisions to state aid claims forms/ST-3 must be submitted to SED by mid-January for changes to be included within February data file which is used for state aid projections for the 2022-23 Enacted Budget	1/15/2022	Annually	The enacted State Budget for the following year and projections of next year's state aid usually are based on the district data on the Feb. 15th file.	Recommended Best Practice
STAC Statutory File Transmission	1/15/2022	Annually	STAC and Medicaid Office is responsible for processing requests for reimbursement for the costs of providing services for certain students, including students with disabilities. Processed STAC data is transmitted to State Aid for incorporation in Private and Public Excess Cost Aid calculations.	Required
Billings (transportation, use of facilities, health services, parentally placed non-public etc.)	1/31/2022	Monthly		Recommended Best Practice

# SBO Calendar



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Task	Due Date	Filing Requirement	Notes	Priority
Budget Development - Continue 	1/31/2022	Annually		Recommended Best Practice
Budget Status Reports to Board of Education including revenue and appropriation status reports 	1/31/2022	Monthly	Commissioner's Regulations 170.2(p) requires the treasurer to render a budget status report for the BoE and for the use of those staff members assigned responsibility for administration of specific portions of the budget, on at least a quarterly basis (monthly in the event that budget transfers have been made since the last report). The report should include estimated revenues, revenues received to date, and estimated revenues yet to be received, original appropriations, adjustments and transfers, revised appropriations, expenditures, encumbrances, and unencumbered balances. Other information may be included as necessary.	Required
Bureau of Labor Statistics (BLS) Multiple Worksite Report (BLS 3020)	1/31/2022	Quarterly	4th Quarter 2021.	Required
Cash Flow and Fund Balance - modify assumptions, update, and review for accuracy	1/31/2022	Monthly		Recommended Best Practice
ERS bill due no later than February 1st	1/31/2022	Annually		Required
Federal and State Cafeteria Reimbursement Form	1/31/2022	Monthly		Recommended Best Practice





# SBO Calendar

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Task	Due Date	Filing Requirement	Notes	Priority
File 941 Payroll Tax Reconciliation/NYS-45 Withholding Reports	1/31/2022	Quarterly	4th Quarter 2021.	Required
GA-4 Worker's compensation reporting for self-insured plans	1/31/2022	Quarterly	4th Quarter 2021.	Recommended Best Practice
Monthly Profit/Loss Statements for School Food Service	1/31/2022	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Payroll Reports – ERS/TRS Payments and Reports	1/31/2022	Monthly	ERS: Due the 7th day of the month following the report period. TRS: Due within 10 business days after the end of the previous month.	Recommended Best Practice
Prepare Final Cost Reports for capital construction projects as soon as certified as substantially complete and all outstanding bills are paid	1/31/2022	Monthly		Recommended Best Practice
Prepare Form W2	1/31/2022	Annually		Required
Prepare Forms 1099	1/31/2022	Annually		Required
Report, on OSC web-based system, all post retirement compensation paid to retirees of NYS public retirement systems for the prior calendar year. Includes retirees paid as employees, independent contractors, or consultants.	1/31/2022	Annually	Report may be submitted annually from January through March	Required
Review Affordable Care Act information reporting requirements that must be provided to the IRS and to employees and ensure deadlines are met.	1/31/2022	Annually	The due date for furnishing the 2020 forms to the employees was extended from 1/31/2021 to 3/2/2021. <b>Please reference 2021 form instructions, when available, for the applicable due date.</b>	Recommended Best Practice



# SBO Calendar



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Task	Due Date	Filing Requirement	Notes	Priority
Review BOCES invoices for appropriate services and charges	1/31/2022	Monthly		Recommended Best Practice
School Calendar - review before winter break to ensure 180 days of session and 900/990 annual hours of instruction by the end of the school year	1/31/2022	Annually		Recommended Best Practice
School Lunch - bid if applicable (food, kitchenware, paper goods etc.)	1/31/2022	Semi-Annually		Recommended Best Practice
SH900.1 Form - NYSDOL Summary of Work-Related Injuries and Illnesses	1/31/2022	Annually	This is a requirement of the U.S./New York State Department of Labor to annually report work related injuries and illnesses. The SH-900.1 report is to be displayed in conspicuous locations for the public to see from February 1st through April 30th.	Required
State and Federal Projects - review for expenditures and revenues. Submit FS-25's request for funds to Grants Finance	 1/31/2022	Monthly	This is the form that must be submitted to request additional State and Federal grant funds. Districts may only request funds to cover expenses already incurred and 30 days of anticipated expenses. Payments totaling up to 90% of a grant's budget total may be requested	Recommended Best Practice
Treasurer's Report 	1/31/2022	Monthly	Report on prior month's activities	Required
Treasurer's Report - Extra Classroom Activity Fund	1/31/2022	Quarterly	4th Quarter 2021	Recommended Best Practice

# Topics Covered Last December

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Preparing the Tax Cap Calculation:

- Step by step instructions on how to do the calculation

Monthly financial reports:

- Which ones are required
- Which ones are recommended
- What each report should include

A quick look back

- Any changes?



# Tax Cap Calculation

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- Tax Base Growth Factors: <https://www.tax.ny.gov/research/property/cap.htm>

## New York State's property tax cap

[Guidelines for Implementation](#)

[Office of the State Comptroller: Real Property Tax Cap and Tax Cap Compliance](#) 

Questions regarding tax base growth factors may be directed by email to [Kristen Forte](#) or [Jason Ayotte](#).

### Factors for fiscal years beginning in 2022

- [County tax base growth factors](#)
- [City and town tax base growth factors](#)
- [Village tax base growth factors](#)
- [Special district tax base growth factors](#)
- [School district tax base growth factors](#)

Current range is 1.0000-1.0520

Good to know where your district is

# Tax Cap Calculation

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- CPI will come out in mid-January 2022

**Office of the New York State Comptroller**  
 Thomas P. DiNapoli • State Comptroller



**Property Tax Cap**  
 Inflation and Allowable Levy Growth Factors  
 October 2021

Estimated that Allowable Levy Growth Factor will be capped at 2%

Inflation Factors and Allowable Levy Growth Factors by Fiscal Year								
Fiscal Year	Fiscal Years Beginning							
	2019		2020		2021		2022	
	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor
Jan 1 - Dec 31	2.25%	1.0200	2.07%	1.0200	1.56%	1.0156	2.30%	1.0200
Mar 1 - Feb 28	2.42%	1.0200	1.90%	1.0190	1.46%	1.0146	3.00%	1.0200
Apr 1 - Mar 31	2.42%	1.0200	1.85%	1.0185	1.43%	1.0143	3.33%	1.0200
Jun 1 - May 31	2.46%	1.0200	1.78%	1.0178	1.31%	1.0131	Coming December 2021	
Jul 1 - Jun 30	2.44%	1.0200	1.81%	1.0181	1.23%	1.0123		
Aug 1 - Jul 31	2.40%	1.0200	1.89%	1.0189	1.14%	1.0114		
Sep 1 - Aug 31	N/A	N/A	1.96%	1.0196	1.09%	1.0109		
Oct 1 - Sep 30	2.30%	1.0200	1.93%	1.0193	1.18%	1.0118		

December is a good time to run a preliminary Tax Cap Calculation for your district for budget planning



# Monthly Reports



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Remember to Review Monthly Reports for Reasonableness:

Treasurer's Report:

- Do the bank reconciliations agree to the books, not just to the Treasurer's Report?

Revenue Status Report:

- Budget posted?
- Taxes recorded?
- Variances reasonable?

Appropriation Status Report:

- Budget balanced?
- Negative variances?
- Big items encumbered?

Let's Look at My  
Top 10 Areas to  
Check!

## CENTRAL SCHOOL DISTRICT



Revenue Status Report From 7/1/2021 To 6/30/2022

1

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">A 1001</a>	Real Property Taxes	9,961,840.00	0.00	9,961,840.00	6,791,952.52	<b>A</b> 3,169,887.48
<a href="#">A 1090</a>	Penalties on Taxes	4,000.00	0.00	4,000.00	0.00	4,000.00
<a href="#">A 1310</a>	Non-Resident Tuition - Individual	10,000.00	0.00	10,000.00	0.00	10,000.00
<a href="#">A 1315</a>			0.00	18,000.00	0.00	18,000.00
<a href="#">A 1335</a>	DB ED: 0145C STATE OF NEW YORK 03/31/21		0.00	0.00	4,020.95	-4,020.95
<a href="#">A 2235</a>	RUN NO: SA212-2		0.00	40,000.00	0.00	40,000.00
<a href="#">A 2401</a>	2021-22 STATE AID PROJECTIONS		0.00	15,000.00	0.00	15,000.00
<a href="#">A 2413</a>	<u>COMBINED FIXED AND INDIVIDUALIZED PAYMENT SCHEDULE</u>		0.00	7,000.00	0.00	7,000.00
<a href="#">A 2700</a>	DISTRICT CODE:		0.00	15,000.00	28,805.57	-13,805.57
<a href="#">A 2701</a>	DISTRICT NAME:		0.00	60,000.00	0.00	60,000.00
<a href="#">A 2703</a>	SEE NOTE BELOW		0.00	599,017.00	20,011.99	<b>B</b> 579,005.01
<a href="#">A 2705</a>	TOTAL 2021-22 EST AID 11,656,310		0.00	0.00	100.00	-100.00
<a href="#">A 2770</a>	-FULL DAY K PAYABLE IN JUNE22 0		0.00	1,000.00	508,198.89	-507,198.89
<a href="#">A 2772</a>	-BLDG AID DEFERRED TO JULY 21 0		0.00	20,000.00	0.00	20,000.00
<a href="#">A 3101</a>	-AID TO BOCES ON BEHALF OF DT 629,227		0.00	10,720,539.00	784,566.05	9,935,972.95
<a href="#">A 3101.E</a>	-EX CST AIDS PAYABLE, S.3609B 1,819,372		0.00	169,420.00	204,247.85	-34,827.85
<a href="#">A 3102</a>	-AID NOT PD VIA S.3609A SCHD 61,881		0.00	0.00	691,160.99	<b>C</b> -691,160.99
<a href="#">A 3102.V</a>	-OTHER AID NOT PD VIA S.3609A 75,243		0.00	0.00	120,892.08	-120,892.08
<a href="#">A 3103</a>	-VLT LOTTERY GRANTS 302,000		0.00	629,227.00	0.00	629,227.00
<a href="#">A 3260</a>	-COMMERCIAL GAMING GRANTS 53,120		0.00	53,107.00	10,170.00	42,937.00
<a href="#">A 3261</a>	21-22 S.3609A GNRL AID DUE DST 8,715,467		0.00	8,774.00	0.00	8,774.00
<a href="#">A 4286</a>	NET CONTRIBUTIONS TO TRS 783,249		0.00	0.00	134,457.00	<b>D</b> -134,457.00
<a href="#">A 4601</a>	DIRECT PAYMENT TO TRS 0		0.00	65,000.00	10,448.66	54,551.34
	NET AID FOR FIXED PAYMENTS 7,932,218					
	NET LOTTERY AR AID PAYMENT 691,412					
	LOTTERY AID NOT PAYABLE 0					
	OCT. (NET AID*.125)-LOTT 300,115					
	NOV. (NET*.1875)-LOTT-OCT 495,763					
	DEC. (NET*.25)-LOTT-OCT-NOV 495,764					
	BAL 21-22 S.3609A AID DUE 5,949,164					
<b>A Totals:</b>		<b>22,396,924.00</b>	<b>0.00</b>	<b>22,396,924.00</b>	<b>9,309,032.55</b>	<b>13,087,891.45</b>
<b>3</b>	<b>Grand Totals:</b>	<b>22,396,924.00</b>	<b>0.00</b>	<b>22,396,924.00</b>	<b>9,309,032.55</b>	<b>13,087,891.45</b>

# CENTRAL SCHOOL DISTRICT



## Appropriation Status Detail Report By ST3 Format From 7/1/2021 To 6/30/2022

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9010	NON-INSTRUCTIONAL RETIREMENT	*	487,258.00	0.00	487,258.00	370,371.00	0.00	116,887.00
<a href="#">A9020.8</a>	Teachers' Retirement		734,016.00	0.00	734,016.00	0.00	0.00	734,016.00
9020	TEACHERS' RETIREMENT	*	734,016.00	0.00	734,016.00	0.00	0.00	734,016.00
<a href="#">A9030.8</a>	Social Security		806,291.00	0.00	806,291.00	226,060.23	0.00	580,230.77
9030	SOCIAL SECURITY	*	806,291.00	0.00	806,291.00	226,060.23	0.00	580,230.77
<a href="#">A9040.8</a>	Workers' Compensation		196,747.00	0.00	196,747.00	54,578.76	4,948.76	137,219.48
9040	WORKERS' COMPENSATION	*	196,747.00	0.00	196,747.00	54,578.76	4,948.76	137,219.48
<a href="#">A9060.8</a>	Hospital, Medical, and Dental Insurance		4,154,773.00	0.00	4,154,773.00	1,355,909.81	2,346.40	2,796,516.79
9060	HOSPITAL, MEDICAL & DENTAL INS	*	4,154,773.00	0.00	4,154,773.00	1,355,909.81	2,346.40	2,796,516.79
90		**	6,379,085.00	0.00	6,379,085.00	2,006,919.80	7,295.16	4,364,870.04
<a href="#">A9731.6</a>	Bond Anticipation Notes - School Construction		950,000.00	0.00	950,000.00	0.00	0.00	950,000.00
<a href="#">A9731.7</a>	Bond Anticipation Notes - School Construction		661,180.00	0.00	661,180.00	0.00	0.00	661,180.00
9731		*	1,611,180.00	0.00	1,611,180.00	0.00	0.00	1,611,180.00
<a href="#">A9732.6</a>	Bond Anticipation Notes - Bus Purchases		874,870.00	0.00	874,870.00	0.00	0.00	874,870.00
<a href="#">A9732.7</a>	Bond Anticipation Notes - Bus Purchases		7,310.00	0.00	7,310.00	0.00	0.00	7,310.00
9732		*	882,180.00	0.00	882,180.00	0.00	0.00	882,180.00
97		**	2,493,360.00	0.00	2,493,360.00	0.00	0.00	2,493,360.00
<a href="#">A9901.93</a>	Transfer to School Fund Capital Fund		35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
<a href="#">A9901.95</a>			20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9901		*	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
99		**	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
9		***	8,927,445.00	0.00	8,927,445.00	2,006,919.80	7,295.16	6,913,230.04
			24,864,251.81	148,033.87	25,012,285.68	5,692,247.79	1,042,925.27	18,277,112.62
			24,864,251.81	148,033.87	25,012,285.68	5,692,247.79	1,042,925.27	18,277,112.62

Estimated Revenues  
\$22,396,924  
Difference  
\$2,467,327.81  
Was that the  
Appropriated FB  
amount?

# CENTRAL SCHOOL DISTRICT



Revenue Status Report From 7/1/2019 To 6/30/2020

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">A 1001</a>	Real Property Taxes	8,550,142.74	0.00	8,550,142.74	8,549,377.27	765.47
<a href="#">A 1040</a>	Appropriation of Unexpended Balance	1,420,832.00	0.00	1,420,832.00	0.00	1,420,832.00
<a href="#">A 1085</a>	School Tax Relief Reimbursement	1,027,283.49	0.00	1,027,283.49	1,027,283.49	0.00
<a href="#">A 1090</a>	Penalties on Taxes	24,000.00	0.00	24,000.00	22,998.98	1,001.02
<a href="#">A 1310</a>	Non-Resident Tuition - Individual	15,000.00	0.00	15,000.00	0.00	15,000.00
<a href="#">A 1315</a>	Continuing Education Tuition	20,000.00	0.00	20,000.00	200.00	19,800.00
<a href="#">A 1335</a>	Other Student Fees & Chgs	0.00	0.00	0.00	-200.00	200.00
<a href="#">A 3262</a>	State Aid - Software	0.00	0.00	0.00	10,848.00	-10,848.00
<a href="#">A 3263</a>	State Aid - Library Materials	0.00	0.00	0.00	4,400.00	-4,400.00
<a href="#">A 4601</a>	Medicaid Reimbursement	45,000.00	0.00	45,000.00	109,060.74	-64,060.74
<b>A Totals:</b>		<b>22,031,928.23</b>	<b>0.00</b>	<b>22,031,928.23</b>	<b>20,537,959.98</b>	<b>1,493,968.25</b>

97		**	620,197.48	80,947.16	701,144.64	693,482.64	0.00	7,662.00
<a href="#">A9901.93</a>	Transfer to School Food Service Fund		0.00	0.00	0.00	1,820.76	0.00	-1,820.76
<a href="#">A9901.95</a>	Transfer to Special Aid Fund		20,000.00	0.00	20,000.00	11,523.04	0.00	8,476.96
<a href="#">A9901.96</a>	Transfer to Debt Service Fund		70,160.00	0.00	70,160.00	0.00	0.00	70,160.00
9901	TRANSFER TO SPECIAL AID	*	90,160.00	0.00	90,160.00	13,343.80	0.00	76,816.20
<a href="#">A9950.9</a>	Transfer to Capital Funds		0.00	3,000,000.00	3,000,000.00	3,000,000.00	0.00	0.00
9950	TRANSFER TO CAPITAL	*	0.00	3,000,000.00	3,000,000.00	3,000,000.00	0.00	0.00
99		**	90,160.00	3,000,000.00	3,090,160.00	3,013,343.80	0.00	76,816.20
9		***	6,491,474.74	3,055,947.16	9,547,421.90	8,405,363.87	0.00	1,142,058.03
<b>Fund A Totals:</b>			<b>22,031,927.23</b>	<b>3,060,530.57</b>	<b>25,092,457.80</b>	<b>22,139,902.71</b>	<b>650,295.45</b>	<b>2,302,259.64</b>
<b>Grand Totals:</b>			<b>22,031,927.23</b>	<b>3,060,530.57</b>	<b>25,092,457.80</b>	<b>22,139,902.71</b>	<b>650,295.45</b>	<b>2,302,259.64</b>



General Fund	
Revenues	
Local Sources	
Real Property Taxes (Excludes STAR Revenue)	A1001
Appropriation of Planned Balance	A1040
Appropriation of Special Taxes (Suffolk Co)	A1041
Federal Payments in Lieu of Taxes	A1080
Other Payments in Lieu of Taxes	A1081
Wind Power Payments in Lieu of Taxes	A1083
School Tax Relief Reimbursement	A1085

A1040 is not the  
Appropriated  
Fund Balance  
amount!

To record the portion of the entry of the real property taxes levied in the General Fund for the amount raised in the current year's tax levy to meet expenditures of the first 120 days for the subsequent year:

		Debit	Credit
A250	Taxes Receivable, Current	\$25,000	
	A692 Deferred Inflow of Resources - Planned Balance		\$25,000

NOTE: This entry for the raising of the planned balance

To record at the beginning of the fiscal year the reclassification of revenue for the amount raised in the prior year's tax levy to meet expenditures of the first 120 days for the current year:

		Sub Account	Debit	Credit
A692	Deferred Inflow of Resources - Planned Balance		\$20,000	
	A980 Revenues			\$20,000
	A1040 Appropriation of Planned Balance	\$20,000		

# CENTRAL SCHOOL DISTRICT



## Appropriation Status Detail Report By ST3 Format From 7/1/2021 To 6/30/2022

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9010	NON-INSTRUCTIONAL RETIREMENT	*	487,258.00	0.00	487,258.00	370,371.00	0.00	116,887.00
<a href="#">A9020.8</a>	Teachers' Retirement		734,016.00	0.00	734,016.00	0.00	0.00	734,016.00
9020	TEACHERS' RETIREMENT	*	734,016.00	0.00	734,016.00	0.00	0.00	734,016.00
<a href="#">A9030.8</a>	Social Security		806,291.00	0.00	806,291.00	226,060.23	0.00	580,230.77
9030	SOCIAL SECURITY	*	806,291.00	0.00	806,291.00	226,060.23	0.00	580,230.77
<a href="#">A9040.8</a>	Workers' Compensation		196,747.00	0.00	196,747.00	54,578.76	4,948.76	137,219.48
9040	WORKERS' COMPENSATION	*	196,747.00	0.00	196,747.00	54,578.76	4,948.76	137,219.48
<a href="#">A9060.8</a>	Hospital, Medical, and Dental Insurance		4,154,773.00	0.00	4,154,773.00	1,355,909.81	2,346.40	2,796,516.79
9060	HOSPITAL, MEDICAL & DENTAL INS	*	4,154,773.00	0.00	4,154,773.00	1,355,909.81	2,346.40	2,796,516.79
90		**	6,379,085.00	0.00	6,379,085.00	2,006,919.80	7,295.16	4,364,870.04
<a href="#">A9731.6</a>	Bond Anticipation Notes - School Construction		950,000.00	0.00	950,000.00	0.00	0.00	950,000.00
<a href="#">A9731.7</a>	Bond Anticipation Notes - School Construction		661,180.00	0.00	661,180.00	0.00	0.00	661,180.00
9731		*	1,611,180.00	0.00	1,611,180.00	0.00	0.00	1,611,180.00
<a href="#">A9732.6</a>	Bond Anticipation Notes - Bus Purchases		874,870.00	0.00	874,870.00	0.00	0.00	874,870.00
<a href="#">A9732.7</a>	Bond Anticipation Notes - Bus Purchases		7,310.00	0.00	7,310.00	0.00	0.00	7,310.00
9732		*	882,180.00	0.00	882,180.00	0.00	0.00	882,180.00
97		**	2,493,360.00	0.00	2,493,360.00	0.00	0.00	2,493,360.00
<a href="#">A9901.93</a>	Transfer to School Fund Capital Fund		35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
<a href="#">A9901.95</a>			20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9901		*	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
99		**	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
9		***	8,927,445.00	0.00	8,927,445.00	2,006,919.80	7,295.16	6,913,230.04
			24,864,251.81	148,033.87	25,012,285.68	5,692,247.79	1,042,925.27	18,277,112.62
			24,864,251.81	148,033.87	25,012,285.68	5,692,247.79	1,042,925.27	18,277,112.62

Estimated Revenues  
\$22,396,924  
Difference  
\$2,467,327.81  
Was that the  
Appropriated FB  
amount?

# CENTRAL SCHOOL DISTRICT



Appropriation Status Detail Report By ST3 Format From 7/1/2020 To 6/30/2021



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<a href="#">A9020.8</a>	Teachers' Retirement		742,202.43	0.00	742,202.43	725,984.09	0.00	16,218.34
9020	TEACHERS' RETIREMENT	*	742,202.43	0.00	742,202.43	725,984.09	0.00	16,218.34
<a href="#">A9030.8</a>	Social Security		808,439.50	0.00	808,439.50	749,883.13	0.00	58,556.37
9030	SOCIAL SECURITY	*	808,439.50	0.00	808,439.50	749,883.13	0.00	58,556.37
<a href="#">A9040.8</a>	Workers' Compensation		196,747.00	0.00	196,747.00	66,500.06	0.00	130,246.94
9040	WORKERS' COMPENSATION	*	196,747.00	0.00	196,747.00	66,500.06	0.00	130,246.94
<a href="#">A9050.8</a>	Unemployment Insurance		0.00	0.00	0.00	-7.06	0.00	7.06
9050	UNEMPLOYMENT INSURANCE	*	0.00	0.00	0.00	-7.06	0.00	7.06
<a href="#">A9060.8</a>	Hospital, Medical, and Dental Insurance		3,988,117.77	-123,750.00	3,864,367.77	3,051,063.87	0.00	813,303.90
9060	HOSPITAL, MEDICAL & DENTAL INS	*	3,988,117.77	-123,750.00	3,864,367.77	3,051,063.87	0.00	813,303.90
90		**	6,138,339.31	-123,750.00	6,014,589.31	4,918,570.71	0.00	1,096,018.60
<a href="#">A9711.6</a>	Serial Bonds - School Construction		0.00	0.00	0.00	447,056.94	0.00	-447,056.94
9711		*	0.00	0.00	0.00	447,056.94	0.00	-447,056.94
<a href="#">A9731.6</a>	Bond Anticipation Notes - School Construction		320,000.00	0.00	320,000.00	320,000.00	0.00	0.00
<a href="#">A9731.7</a>	Bond Anticipation Notes - School Construction		80,100.00	123,750.00	203,850.00	80,100.00	0.00	123,750.00
9731		*	400,100.00	123,750.00	523,850.00	400,100.00	0.00	123,750.00
<a href="#">A9732.6</a>	Bond Anticipation Notes - Bus Purchases		235,740.00	0.00	235,740.00	235,728.00	0.00	12.00
<a href="#">A9732.7</a>	Bond Anticipation Notes - Bus Purchases		12,070.00	0.00	12,070.00	13,749.56	0.00	-1,679.56
9732		*	247,810.00	0.00	247,810.00	249,477.56	0.00	-1,667.56
97		**	647,910.00	123,750.00	771,660.00	1,096,634.50	0.00	-324,974.50
<a href="#">A9901.93</a>	Transfer to School Food Service Fund		0.00	0.00	0.00	8.05	0.00	-8.05
<a href="#">A9901.95</a>	Transfer to Special Aid Fund		20,000.00	0.00	20,000.00	4,965.00	0.00	15,035.00
9901	TRANSFER TO SPECIAL AID	*	20,000.00	0.00	20,000.00	4,973.05	0.00	15,026.95
99		**	20,000.00	0.00	20,000.00	4,973.05	0.00	15,026.95
9		***	6,806,249.31	0.00	6,806,249.31	6,020,178.26	0.00	786,071.05
Fund ATotals:			21,897,649.44	650,295.45	22,547,944.89	20,155,945.02	148,033.87	2,243,966.00
Grand Totals:			21,897,649.44	650,295.45	22,547,944.89	20,155,945.02	148,033.87	2,243,966.00

## CENTRAL SCHOOL DISTRICT



## Appropriation Status Detail Report By ST3 Format From 7/1/2021 To 6/30/2022

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<a href="#">A1010.4</a>	Contractual And Other		11,000.00	0.00	11,000.00	8,911.18	470.00	1,618.82
<a href="#">A1010.45</a>	Materials And Supplies		450.00	0.00	450.00	163.57	238.57	47.86
<b>1010</b>	<b>BOARD OF EDUCATION</b>	*	<b>11,450.00</b>	<b>0.00</b>	<b>11,450.00</b>	<b>9,074.75</b>	<b>708.57</b>	<b>1,666.68</b>
<a href="#">A1040.16</a>	Noninstructional Salaries		4,206.72	0.00	4,206.72	1,798.12	0.00	2,408.60
<b>1040</b>	<b>DISTRICT CLERK</b>	*	<b>4,206.72</b>	<b>0.00</b>	<b>4,206.72</b>	<b>1,798.12</b>	<b>0.00</b>	<b>2,408.60</b>
<b>10</b>		**	<b>15,656.72</b>	<b>0.00</b>	<b>15,656.72</b>	<b>10,872.87</b>	<b>708.57</b>	<b>4,075.28</b>
<a href="#">A1240.15</a>	Instructional Salaries		166,875.00	0.00	166,875.00	63,461.53	0.00	103,413.47
<a href="#">A1240.16</a>	Noninstructional Salaries		65,466.49	0.00	65,466.49	26,124.56	0.00	39,341.93
<a href="#">A1240.4</a>	Contractual and Other		10,450.00	0.00	10,450.00	9,918.41	27.00	504.59
<a href="#">A1240.45</a>	Materials and Supplies		1,620.00	0.00	1,620.00	619.76	63.04	937.20
<b>1240</b>	<b>CHIEF SCHOOL ADMINISTRATOR</b>	*	<b>244,411.49</b>	<b>0.00</b>	<b>244,411.49</b>	<b>100,124.26</b>	<b>90.04</b>	<b>144,197.19</b>
<b>12</b>		**	<b>244,411.49</b>	<b>0.00</b>	<b>244,411.49</b>	<b>100,124.26</b>	<b>90.04</b>	<b>144,197.19</b>
<a href="#">A1310.16</a>	Noninstructional Salaries		201,954.72	0.00	201,954.72	80,909.17	0.00	121,045.55
<a href="#">A1310.4</a>	Contractual and Other		45,850.00	0.00	45,850.00	30,787.47	2,668.00	12,394.53
<a href="#">A1310.45</a>	Materials and Supplies		1,800.00	0.00	1,800.00	321.17	418.00	1,060.83
							0.00	65,064.00
							3,086.00	199,564.91
							0.00	1,056.25
							17,250.00	1,750.00
							17,250.00	2,806.25
							0.00	35,430.03
							324.00	885.07
<b>1325</b>	<b>TREASURER</b>	*	<b>64,507.40</b>	<b>0.00</b>	<b>64,507.40</b>	<b>27,868.30</b>	<b>324.00</b>	<b>36,315.10</b>
<a href="#">A1330.4</a>	Contractual and Other		12,120.00	0.00	12,120.00	2,284.00	0.00	9,836.00
<a href="#">A1330.45</a>	Materials and Supplies		180.00	0.00	180.00	0.00	0.00	180.00
<b>1330</b>	<b>TAX COLLECTOR</b>	*	<b>12,300.00</b>	<b>0.00</b>	<b>12,300.00</b>	<b>2,284.00</b>	<b>0.00</b>	<b>10,016.00</b>
<b>13</b>		**	<b>412,176.12</b>	<b>0.00</b>	<b>412,176.12</b>	<b>142,813.86</b>	<b>20,660.00</b>	<b>248,702.26</b>
<a href="#">A1420.4</a>	Contractual and Other		40,000.00	0.00	40,000.00	54,521.66	2,391.66	-16,913.32
<b>1420</b>	<b>LEGAL</b>	*	<b>40,000.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>54,521.66</b>	<b>2,391.66</b>	<b>-16,913.32</b>
<a href="#">A1430.49</a>	BOCES Services		2,595.70	0.00	2,595.70	0.00	0.00	2,595.70
<b>1430</b>	<b>PERSONNEL</b>	*	<b>2,595.70</b>	<b>0.00</b>	<b>2,595.70</b>	<b>0.00</b>	<b>0.00</b>	<b>2,595.70</b>
<a href="#">A1480.4</a>	Contractual and Other		53,840.00	0.00	53,840.00	14,850.00	28,150.00	10,840.00
<a href="#">A1480.49</a>	BOCES Services		34,986.00	0.00	34,986.00	0.00	0.00	34,986.00

"No board of education shall incur a district liability in excess of the amount appropriated by district meeting unless such board is specially authorized by law to incur such liability."  
(Education Law, §1718).

## CENTRAL SCHOOL DISTRICT



## Appropriation Status Detail Report By ST3 Format From 7/1/2021 To 6/30/2022

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<a href="#">A2020.4</a>	Contractual and Other		6,150.00	0.00	6,150.00	1,438.67	240.00	4,471.33
<a href="#">A2020.45</a>	Materials and Supplies		2,950.00	0.00	2,950.00	261.51	904.80	1,783.69
<b>2020</b>	<b>SUPERVISION - REGULAR SCHOOL</b>	<b>*</b>	<b>410,274.75</b>	<b>0.00</b>	<b>410,274.75</b>	<b>137,221.65</b>	<b>1,144.80</b>	<b>271,908.30</b>
<a href="#">A2040.15</a>	Instructional Salaries		88,062.00	0.00	88,062.00	53,922.09	0.00	34,139.91
<a href="#">A2040.16</a>	Noninstructional Salaries		70,843.73	0.00	70,843.73	30,013.25	0.00	40,830.48
<a href="#">A2040.4</a>	Contractual and Other		4,375.00	997.50	5,372.50	1,784.99	997.50	2,590.01
<a href="#">A2040.45</a>	Materials and Supplies		900.00	0.00	900.00	109.70	490.30	300.00
<b>2040</b>	<b>SUPERVISION - SPECIAL SCHOOLS</b>	<b>*</b>	<b>164,180.73</b>	<b>997.50</b>	<b>165,178.23</b>	<b>85,830.03</b>	<b>1,487.80</b>	<b>77,860.40</b>
<a href="#">A2060.4</a>	Contractual and Other		30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
<a href="#">A2060.49</a>	BOCES Services		188.10	0.00	188.10	0.00	0.00	188.10
<b>2060</b>	<b>RESEARCH, PLANNING &amp; EVALUAT</b>	<b>*</b>	<b>30,188.10</b>	<b>0.00</b>	<b>30,188.10</b>	<b>0.00</b>	<b>0.00</b>	<b>30,188.10</b>
<a href="#">A2070.49</a>	BOCES Services		34,060.75	0.00	34,060.75	0.00	0.00	34,060.75
<b>2070</b>	<b>INSERVICE TRAINING-INSTRUCTION</b>	<b>*</b>	<b>34,060.75</b>	<b>0.00</b>	<b>34,060.75</b>	<b>0.00</b>	<b>0.00</b>	<b>34,060.75</b>
<b>20</b>		<b>**</b>	<b>764,353.71</b>	<b>997.50</b>	<b>765,351.21</b>	<b>232,085.08</b>	<b>4,141.85</b>	<b>529,124.28</b>
<a href="#">A2110.12a</a>	Teacher Salaries, Full Day Kindergarten - 3		1,355,970.55	0.00	1,355,970.55	343,521.14	0.00	1,012,449.41
<a href="#">A2110.12b</a>	Teacher Salaries, 4 - 6		870,723.84	0.00	870,723.84	199,522.54	0.00	671,201.30
<a href="#">A2110.13</a>	Teacher Salaries, 7 - 12		2,203,825.96	0.00	2,203,825.96	505,286.96	0.00	1,698,539.00
<a href="#">A2110.14</a>	Substitute Teacher Salaries		160,000.00	0.00	160,000.00	30,885.06	0.00	129,114.94
<a href="#">A2110.16</a>	Noninstructional Salaries		280,306.27	0.00	280,306.27	115,568.79	0.00	164,737.48
<a href="#">A2110.4</a>	Contractual and Other		189,374.00	3,065.98	192,439.98	77,400.56	35,685.92	79,353.50
<a href="#">A2110.45</a>	Materials and Supplies		67,850.00	0.00	67,850.00	32,600.51	17,346.09	17,903.40
<a href="#">A2110.472</a>	Tuition - All Other (Specify)		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<a href="#">A2110.48</a>	Textbooks		69,000.00	1,856.12	70,856.12	19,585.08	30,353.48	20,917.56
<a href="#">A2110.49b</a>	Other BOCES Services - Not ELL		187,600.60	0.00	187,600.60	0.00	0.00	187,600.60
<b>2110</b>	<b>TEACHING - REGULAR SCHOOL</b>	<b>*</b>	<b>5,387,151.22</b>	<b>4,922.10</b>	<b>5,392,073.32</b>	<b>1,324,370.64</b>	<b>83,385.49</b>	<b>3,984,317.19</b>
<b>21</b>		<b>**</b>	<b>5,387,151.22</b>	<b>4,922.10</b>	<b>5,392,073.32</b>	<b>1,324,370.64</b>	<b>83,385.49</b>	<b>3,984,317.19</b>
<a href="#">A2250.15</a>	Instructional Salaries		1,269,169.17	0.00	1,269,169.17	295,754.60	0.00	973,414.57
<a href="#">A2250.16</a>	Noninstructional Salaries		399,740.39	0.00	399,740.39	71,636.97	0.00	328,103.42
<a href="#">A2250.4</a>	Contractual and Other		134,750.00	1,377.50	136,127.50	27,293.74	55,059.35	53,774.41
<a href="#">A2250.45</a>	Materials and Supplies		5,400.00	0.00	5,400.00	581.64	2,470.47	2,347.89
<a href="#">A2250.471</a>	Tuition Paid to Public Districts in NYS (excluding Special Act Districts)		203,000.00	-140,000.00	63,000.00	918.75	34,081.25	28,000.00
<a href="#">A2250.472</a>	Tuition - All Other (Specify)		213,000.00	141,606.72	354,606.72	67,784.48	168,608.06	118,214.18
<a href="#">A2250.49</a>	BOCES Services		826,008.00	0.00	826,008.00	6,601.50	0.00	819,406.50



# CENTRAL SCHOOL DISTRICT



Appropriation Status Detail Report By ST3 Format From 7/1/2021 To 6/30/2022

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9010	NON-INSTRUCTIONAL RETIREMENT	*	487,258.00	0.00	487,258.00	370,371.00	0.00	116,887.00
<a href="#">A9020.8</a>	Teachers' Retirement		734,016.00	0.00	734,016.00	0.00	0.00	734,016.00
9020	TEACHERS' RETIREMENT	*	734,016.00	0.00	734,016.00	0.00	0.00	734,016.00
<a href="#">A9030.8</a>	Social Security		806,291.00	0.00	806,291.00	226,060.23	0.00	580,230.77
9030	SOCIAL SECURITY	*	806,291.00	0.00	806,291.00	226,060.23	0.00	580,230.77
<a href="#">A9040.8</a>	Workers' Compensation		196,747.00	0.00	196,747.00	54,578.76	4,948.76	137,219.48
9040	WORKERS' COMPENSATION	*	196,747.00	0.00	196,747.00	54,578.76	4,948.76	137,219.48
<a href="#">A9060.8</a>	Hospital, Medical, and Dental Insurance		4,154,773.00	0.00	4,154,773.00	1,355,909.81	2,346.40	2,796,516.79
9060	HOSPITAL, MEDICAL & DENTAL INS	*	4,154,773.00	0.00	4,154,773.00	1,355,909.81	2,346.40	2,796,516.79
90		**	6,379,085.00	0.00	6,379,085.00	2,006,919.80	7,295.16	4,364,870.04
<a href="#">A9731.6</a>	Bond Anticipation Notes - School Construction		950,000.00	0.00	950,000.00	0.00	0.00	950,000.00
<a href="#">A9731.7</a>	Bond Anticipation Notes - School Construction		661,180.00	0.00	661,180.00	0.00	0.00	661,180.00
9731		*	1,611,180.00	0.00	1,611,180.00	0.00	0.00	1,611,180.00
<a href="#">A9732.6</a>	Bond Anticipation Notes - Bus Purchases		874,870.00	0.00	874,870.00	0.00	0.00	874,870.00
<a href="#">A9732.7</a>	Bond Anticipation Notes - Bus Purchases		7,310.00	0.00	7,310.00	0.00	0.00	7,310.00
9732		*	882,180.00	0.00	882,180.00	0.00	0.00	882,180.00
97		**	2,493,360.00	0.00	2,493,360.00	0.00	0.00	2,493,360.00
<a href="#">A9901.93</a>	Transfer to School Food Service Fund		35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
<a href="#">A9901.95</a>	Transfer to Special Aid Fund		20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9901	TRANSFER TO SPECIAL AID	*	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
99		**	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
9		***	8,927,445.00	0.00	8,927,445.00	2,006,919.80	7,295.16	6,913,230.04
Fund A Totals:			24,864,251.81	148,033.87	25,012,285.68	5,692,247.79	1,042,925.27	18,277,112.62
Grand Totals:			24,864,251.81	148,033.87	25,012,285.68	5,692,247.79	1,042,925.27	18,277,112.62

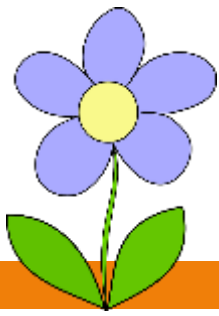




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## Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL



## *Kathy's Corner*

Looking Forward - What is Coming Up?

1. ESSA Reporting for 20-21
2. STAC Reporting
3. Property Tax Cap Reporting

What Do They All Have in Common?



**They all need an active  
password by the  
Superintendent! Plan ahead!**



# 1. ESSA Reporting 20-21

## Due 12/31/21



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Log on using your business portal credentials. All School District Superintendents have access to Submit/Certify data within IDEX and can delegate the same ability to other users within their jurisdiction.

To delegate other users to the form, Superintendents must login to the SEDDAS application and entitle the user with the ESSA Financial Transparency (EFT) application. The ESSA Financial Transparency entitlement has 3 possible roles available for delegation: Submit/Certify, Save, and Read Only.

If you have questions on SEDDAS access, please contact the SEDDAS help desk: [seddas@nysed.gov](mailto:seddas@nysed.gov)

Additional guidance available at:

<http://www.oms.nysed.gov/faru/PDFDocuments/ESSAFTGuidance-IDEx.pdf>

Lastly, make sure you submit your ESSA report by **12/31** so you can enjoy your NYE!

# 1. ESSA Reporting 20-21

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- Make sure that the person that can submit the report has an active password NOW
- Make sure you know what the last day in 2021 that the person with the password will be in the office so you can plan around holidays
- ESSA reporting isn't like Transparency reporting... December 31<sup>st</sup> is a hard due date and system will be closed shortly after that date

## 2. STAC Access

### Due by 1/15/22

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#### Re-Verify/Suspend User Rights

- ❑ **All** users are set to expire on **January 15, 2022**.
- ❑ If no action is taken by the School District Superintendent prior to that date, the users will be locked out of the STAC online system.
- ❑ No more Excess Cost Aid will be able to be claimed.
- ❑ Online User Reauthorization

# 2. STAC Access

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## Request Form for Online Access to the STAC Database

STAC-602E

### Request Form for Online Access to the STAC Database (Employees)

Rev. 9/2021

This form is used by representatives of School Districts, SED-approved Education Providers (including BOCES), and Municipalities who wish to access data directly from the STAC Online (EFRT) System. This application is required to obtain a valid Usercode and password or to change access rights for existing users. By signing this application, Superintendents (for school districts and BOCES), Program Directors (for SED-approved special education providers), and Section 4410 Municipality Representatives (for municipality access) are assuring the STAC and Medicaid Unit that individuals listed are authorized to view data on the STAC database. Districts are responsible for making sure that only authorized individuals are granted access to EFRT.

Print,  
Complete and  
Mail!

AGENCY INFORMATION					
Agency Type: <input type="checkbox"/> School District <input type="checkbox"/> Private Provider BOCES Special Act District <input type="checkbox"/> Municipality <input type="checkbox"/> I.Y. Program			Contact Designated for STAC Unit		Job Title
Mailing Address					
Name of Above:			City	State	ZIP(+4)
12-digit SED (BEDS) Code:			Phone	Fax	Email

Name, Title and E-mail address are required for all requests. Check **one** Approvals box AND/OR **one** Verifications box for new users and existing users seeking a change in access rights.

NAME	TITLE	EMAIL ADDRESS	STAC APPROVALS		STAC VERIFICATIONS	
			INQUIRY ONLY	INQ. ADD & UPDATE	VIEW ONLY	VIEW & VERIFY
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>THIS FORM MUST BE COMPLETED AND SIGNED BY:</b> • DISTRICT SUPERINTENDENT (SCHOOL DISTRICT, BOCES, SPECIAL ACT DISTRICT & I.Y. PROGRAM) • PROGRAM DIRECTOR (PRIVATE PROVIDER) • MUNICIPALITY REPRESENTATIVE (COUNTY)			<b>EMAIL SIGNED/COMPLETED FORM TO:</b>  <a href="mailto:OMSSTAC@nysed.gov">OMSSTAC@nysed.gov</a>  Attention: Cameron Reynolds Adam Lenhardt  <b>Get STAC Unit Forms Online:</b> <a href="http://www.oms.nysed.gov/stac/contact_us/form_requests.html">http://www.oms.nysed.gov/stac/contact_us/form_requests.html</a>
Access to the STAC database will comply with the requirements of the federal Family Educational Rights and Privacy Act (20USC § 1232-g) and 8 NYCRR §200.2 (b)(6).  Signature _____ Title _____ / _____ Date _____			
Print Name _____	Telephone (Area Code) _____ (Number) _____		
Email Address _____	Fax (Area Code) _____ (Number) _____		

All Usercodes and passwords will be sent to the authorizing official indicated in the signature section of this application. Request forms signed by someone other than the appropriate individual will be rejected. Please notify the STAC/Medicaid Unit of any unauthorized sharing of Usercodes and passwords, so that the STAC/Medicaid Unit can discontinue access to any affected Usercodes and passwords.

Presentation available at: <https://www.questar.org/knowledge-cafe/>



Keep this  
information  
handy and  
secure



**System to Track and Account for Children (STAC) and Medicaid Unit**  
**Steven Wright, Director**

89 Washington Avenue • Room 514 EB • Albany, NY 12234

Telephone: (518) 474-7116

STAC E-mail: omsstac@nysed.gov

STAC Website: <http://www.oms.nysed.gov/stac>

Medicaid E-mail: medined@nysed.gov

Medicaid Website: <http://www.oms.nysed.gov/medicaid>

TO: **SUPERINTENDENT** [REDACTED]  
[REDACTED] - [REDACTED]

FROM: Steven Wright, Director, STAC/Medicaid Unit

DATE: November 2020

SUBJECT: 2020-21 Reverification/Suspension of STAC Online Users  
(via the XTEND Online Screen)

This memo is to remind School District Superintendents of their responsibility to monitor and ensure that only appropriate users at the school district have access to confidential student information in the STAC online system. The "XTEND" online screen provides School District Superintendents with the ability to reverify or suspend district user rights for School District, Incarcerated Youth, and Consultant STAC Online Users. A list of all active STAC system online users for your school district will appear on the XTEND screen. This screen also contains all suspended users for your school district for the past two years. **All users are set to expire on January 15, 2021. If no action is taken by the School District Superintendent prior to that date, the users will be locked out of the STAC online system and reimbursement to your school district could be impacted.**

The XTEND screen cannot be utilized by District Superintendents to add new STAC online users. The paper process for new users to apply for a Usercode and password to the STAC online system remains the same. New users must complete and forward to the STAC/Medicaid Unit a signed [\*"Request Form for Online Access to the STAC Database"\*](#), available from the Forms page on the STAC Unit website. Please contact OMSSTAC@nysed.gov if you have any questions regarding this process.

A User's Guide to the XTEND online screen can be found on the STAC website at [http://www.oms.nysed.gov/stac/stac\\_online\\_system/online\\_instructions/Guide\\_XTEND.pdf](http://www.oms.nysed.gov/stac/stac_online_system/online_instructions/Guide_XTEND.pdf)

Each School District Superintendent has been assigned a unique, case-sensitive Usercode and password to be used exclusively to access the XTEND screen. Your confidential information to access the XTEND screen is listed below:

Usercode: [REDACTED]  
Password: [REDACTED]

**NOTE: The XTEND online screen is open year-round for School District Superintendents to suspend/reverify their users as necessary. Please keep your Usercode and password in a confidential folder for use throughout the year.**

BE ADVISED: The email address we have on file for you is [REDACTED]. If this is not correct, please let us know.

# 3. Property Tax Cap

## Due 3/1/22

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### ACTIVATING A PRIMARY AUTHORIZER ACCOUNT

<https://www.osc.state.ny.us/local-government/property-tax-cap>

**Step 1:** Once your account has been created, you must activate it before you can access any LGSA applications. You will receive two automated emails from the Enrollment system. One email will contain your username and the other a temporary password.

A User Account has been created for you by [redacted] of New York State Office of the State Comptroller to allow you to access the New York State Office of the State Comptroller's Online Services.

Your User ID is: municipaluser

After you establish your password and complete the enrollment process, you will be authorized to use our online services.

You will receive a separate email communication explaining how to establish your password and complete the enrollment process.

If you have any problems or questions, please contact the person in your organization who created your account, if applicable, or contact OSC by clicking <http://www.osc.state.ny.us/portal/contact.htm> for detailed contact information.

Please do not "Reply" directly to this automatically generated message.

For contact information, click <http://www.osc.state.ny.us/portal/contact.htm>

Make sure  
passwords  
work now!

A User Account has been created for you by [redacted] of New York State Office of the State Comptroller to allow you to access the New York State Office of the State Comptroller's Online Services.

Your temporary password is: Q7tbALz3

To use the New York State Office of the State Comptroller's Online Services, please login with your User ID and Password and you will be asked to change your Password on the following secure website:

<https://portal.osc.state.ny.us/enrollment/login>

If you have any problems or questions, please contact us by clicking <http://www.osc.state.ny.us/portal/contact.htm> for detailed contact information.

Please do not "Reply" directly to this automatically generated message.

For contact information, click <http://www.osc.state.ny.us/portal/contact.htm>



# 3. Property Tax Cap

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New York State Comptroller  
Thomas P. DiNapoli

Users

My Apps

John Doe (municipaluser)

Online Services

Search

Municipality Users

Create

Municipality User

City of Albany

Filters

First Name Last Name Primary Email Status Filter Clear

Results

Displaying 1 to 11 of 11 [first] [prev] 1 [next] [last]

Actions	User ID	First Name	Last Name	Email	Status
Info					Inactive
Info	municipaluser	John	Doe		* Active
Info					Inactive
Info					Inactive
Info					Inactive
Info					Inactive
Info					Inactive
Info					Inactive
Info					Inactive
Info					Inactive
Info					Inactive

- Info
- Permissions
- Locations
- Activity Logs
- Audit Logs

Presentation available at: <https://www.questar.org/knowledge-cafe/>

# 3. Property Tax Cap

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The screenshot displays the 'New York State Comptroller' portal for 'THOMAS P. DiNAPOLI' in 'TEST' mode. The user 'John Doe (municipaluser)' is logged in. The interface features a sidebar with 'Online Services' and 'AUTHORIZER' options. The main content area shows the 'Users' management page for 'John Doe (municipaluser)', with tabs for 'Info', 'Permissions', 'Locations', 'Activity Logs', and 'Audit Logs'. Under 'Online Services Applications', there are three tabs: 'Enrollment' (2), 'Tax Limit' (1), and 'Tax Cap'. A yellow arrow points to the 'Tax Cap' tab. Below this, a list of roles with checkboxes is shown:

- ☐ **Tax Cap Certifier**  
All the privileges of the Reviewer role. Can also certify Tax Cap report data submissions for their municipality. All privileges apply only to the user's Municipality.
- ☐ **Tax Cap Reviewer**  
Read privileges for any certified or uncertified Tax Cap data for their municipality. All privileges apply only to the user's Municipality.
- ☐ **Tax Cap Preparer**  
Ability to enter and edit data in unsubmitted Tax Cap forms. Read privileges for certified data for their municipality. All privileges apply only to the user's Municipality.
- ☐ **Tax Cap Compliance Certifier**  
Ability to certify Tax Cap Compliance (Tax Levy) information. Ability to view the read-only Tax Cap Form Summary screen. No Tax levy (Tax Cap Compliance) data entry privileges. All privileges apply only to the user's Municipality.
- ☐ **Tax Cap Compliance Preparer**  
Ability to enter Tax Cap Compliance (Tax Levy) data. Ability to view the read-only Tax Cap Form Summary screen. No Tax Levy (Tax Cap Compliance) certification privileges. All privileges apply only to the user's Municipality.
- ☐ **Tax Cap Compliance Reviewer**  
Read-only rights for the Tax Cap Compliance (Tax Levy) data. Ability to view the read-only Tax Cap Form Summary screen. All privileges apply only to the user's Municipality.

The footer contains links for 'Contact Us', 'Privacy and Links Policies', and 'Terms of Service', along with the copyright notice '© New York State Office of the State Comptroller'.



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## Digging Into Certain Budget Calculations

Executive Budget Proposal for State Aid and Budgeting Salaries



# Budget Development

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- Mid-January we expect the Executive Budget to be issued
- We have new Governor so we will need to see what changes
  - ▣ Need to keep a careful eye on Foundation Aid
    - Continue the proposal from April 2020 of full Foundation Aid by 23-24?
  - ▣ Executive Budget has been the base amount in the past

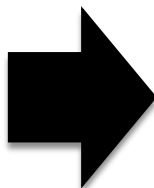
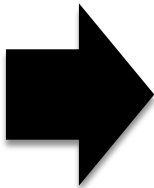




# Where to Find Your District's Projections from the Executive Budget

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Stateaid.nysed.gov



The screenshot shows the NYSED.gov website interface. At the top, there is a logo for NYSED.gov and a field for 'CSD ( )'. Below this, a text prompt says 'Click on the OUTPUT REPORT or DATA DISPLAY that you would like to view or print from the'. The main content area is divided into two sections: '2021-2022 LEGISLATIVE BUDGET' and '2021-2022 EXECUTIVE BUDGET PROPOSAL'. Each section contains a list of links to various aid projection reports.

**2021-2022 LEGISLATIVE BUDGET**

- [2021-22 State Aid Projections based on the Legislative Budget](#)
- [2021-22 State Aid Projections Foundation Aid](#)
- [2021-22 State Aid Projections Excess Cost for Students w/ Disabilities and UPREK](#)
- [2021-22 State Aid Projections BOCES, Transportation and Summer Trans Aid](#)
- [2021-22 State Aid Projections Building Aid](#)
- [2021-22 State Aid Projections Building Reorganization Incentive Aid](#)
- [2021-22 State Aid Projections Full Day K, Inst Mat, Op Reorg Incentive Aid](#)
- [2021-22 State Aid Projections Transitional Aid for Charter School Payment](#)
- [2021-22 State Aid Projections Special Services Aids for Non-Comp of BOCES](#)
- [2021-22 State Aid Projections Combined Fixed and Indiv Payment Schedule](#)
- [Definitions and Explanation of Aids Displayed](#)

**2021-2022 EXECUTIVE BUDGET PROPOSAL**

- [2021-22 Executive Budget School Aid Estimate](#)
- [2021-22 Executive Budget Foundation Aid](#)
- [2021-22 Executive Budget Excess Cost for Students w/ Disabilities and UPREK](#)
- [2021-22 Executive Budget BOCES, Transportation and Summer Trans Aid](#)
- [2021-22 Executive Budget Building Aid](#)
- [2021-22 Executive Budget Building Reorganization Incentive Aid](#)
- [2021-22 Executive Budget Full Day K, Inst Mat, Op Reorg Incentive Aid](#)
- [2021-22 Executive Budget Transitional Aid for Charter School Payment](#)
- [2021-22 Executive Budget Special Services Aids for Non-Comp of BOCES](#)
- [Definitions and Explanation of Aids Displayed](#)

Legislative budget should be out in April 2022

This is example of this year's – next year's out in January 2022

2021-22 EXECUTIVE BUDGET PROPOSAL

COMBINED AIDS

DISTRICT CODE:  
DISTRICT NAME:

SEE NOTE BELOW

2020-21 BASE YEAR AIDS:

FOUNDATION AID	12,125,223
SERVICES AID	5,265,064
FULL DAY K CONVERSION AID	0
UNIVERSAL PRE-KINDERGARTEN	0
PUBLIC EC HIGH COST AID	485,013
PRIVATE EXCESS COST AID	258,943
BUILDING + BLDG REORG INCENT	2,764,265
OPERATING REORG INCENTIVE	571,318
PANDEMIC ADJUSTMENT	-541,594
SUBTOTAL	20,928,232
STAR PAYMENT	4,276,173
STATE SUBTOTAL	25,204,405
FEDERAL CARES ACT RESTORATIO	541,594
TOTAL AID	25,745,999
COMMUNITY SCHOOLS SETASIDE	0

2021-22 ESTIMATED AIDS:

FOUNDATION AID	12,125,223
SERVICES AID	5,594,306
FULL DAY K CONVERSION AID	0
UNIVERSAL PRE-KINDERGARTEN	0
PUBLIC EC HIGH COST AID	616,903
PRIVATE EXCESS COST AID	261,600
BUILDING + BLDG REORG INCENT	2,786,604
OPERATING REORG INCENTIVE	285,659
SUBTOTAL	21,670,295
STAR PAYMENT	4,090,131
LOCAL DISTRICT FUNDING ADJ.	-4,090,131
STATE SUBTOTAL	21,670,295
COVID-19 SUPPL. STIMULUS	5,661,482
TOTAL AID	27,331,777
COMMUNITY SCHOOLS SETASIDE	0

\$ CHG SUBTOTAL	742,063
% CHG SUBTOTAL	3.55

\$ CHG STATE SUBTOTAL	-3,534,110
% CHG STATE SUBTOTAL	-14.02

\$ CHG TOTAL DISTRICT SUPPORT	1,585,778
% CHG TOTAL DISTRICT SUPPORT	6.15

This is an example of the  
Executive Budget from  
January 2021

2021-22 ESTIMATED AIDS:

FOUNDATION AID	12,125,223
SERVICES AID	5,594,306
FULL DAY K CONVERSION AID	0
UNIVERSAL PRE-KINDERGARTEN	0
PUBLIC EC HIGH COST AID	616,903
PRIVATE EXCESS COST AID	261,600
BUILDING + BLDG REORG INCENT	2,786,604
OPERATING REORG INCENTIVE	285,659
SUBTOTAL	21,670,295
STAR PAYMENT	4,090,131
LOCAL DISTRICT FUNDING ADJ.	-4,090,131
STATE SUBTOTAL	21,670,295
COVID-19 SUPPL. STIMULUS	5,661,482
TOTAL AID	27,331,777
COMMUNITY SCHOOLS SETASIDE	0

Last year's Executive Budget had a lot of ideas that were not adopted, so let's look at the Legislative Budget instead....

# Check Executive Budget Numbers for Reasonableness

## 2021-22 ESTIMATED AIDS:

FOUNDATION AID	15,389,319
FULL DAY K CONVERSION	0
UNIVERSAL PRE-KINDERGARTEN	507,600
BOCES	1,520,074
SPECIAL SERVICES	0
HIGH COST EXCESS COST	618,296
PRIVATE EXCESS COST	261,687
HARDWARE & TECHNOLOGY	84,294
SOFTWARE, LIBRARY, TEXTBOOK	507,087
TRANSPORTATION INCL SUMMER	4,086,051
BUILDING + BLDG REORG INCENT	3,455,101
OPERATING REORG INCENTIVE	285,659
CHARTER SCHOOL TRANSITIONAL	0
ACADEMIC ENHANCEMENT	0
HIGH TAX AID	0
SUPPLEMENTAL PUB EXCESS COST	531
TOTAL	26,715,699

FOUNDATION AID FACTORS	PER ENACTED BUDGET SA212-2	2021-22 OUTPUT REPORTS (11/15/2021)	CHANGES FROM ENACTED BUDGET	FOUNDATION AID FACTORS	2022-23 FA PER NOV. 15, 2021 PL DB	CHANGES FROM 2021-22 ENACTED BUDGET	CHANGES FROM 2021-22 OUTPUT REPORTS (11/15/2021)
2018 ACTUAL VALUATION	5,080,518,230	5,080,518,230	0	2019 ACTUAL VALUATION	5,292,109,280	211,591,050	211,591,050
2018 & 2017 AVERAGE AV	4,965,644,879	4,965,644,879	0	2019 & 2018 AVERAGE AV	5,186,313,755	220,668,876	220,668,876
SEL. AV: LESSER 18AV OR AVG AV	4,965,644,879	4,965,644,879	0	SEL. AV: LESSER 19 AV OR AVG AV	5,186,313,755	220,668,876	220,668,876
2019-20 TWFPU	5,750	5,750	0	2020-21 TWFPU	5,796	46	46
SEL. ACTUAL VAL./2019-20 TWFPU	863,590	863,590	0	SEL. ACTUAL VAL./2020-21 TWFPU	894,809	31,219	31,219
2018 ADJ. GROSS INCOME	1,900,392,147	1,900,392,147	0	2019 ADJ. GROSS INCOME	1,895,760,813	(4,631,334)	(4,631,334)
2018 ADJ. INCOME/2019-20 TWFPU	330,502	330,502	0	2019 ADJ. INCOME/2019-20 TWFPU	327,080	(3,422)	(3,422)
INCOME WEALTH INDEX (IWI)	1.079	1.079	0.000	INCOME WEALTH INDEX (IWI)	1.007	(0.072)	(0.072)
2018 & 2017 AVERAGE INCOME	1,840,850,772	1,840,850,772	0	2019 & 2018 AVERAGE INCOME	1,898,076,480	57,225,708	57,225,708
SEL INC: LESSER 18 INCOME OR AVG INC	1,840,850,772	1,840,850,772	0	SEL INC: LESSER 19 INCOME OR AVG INC	1,895,760,813	54,910,041	54,910,041
FND COMB WEALTH RATIO FOR SSR	1.085	1.085	0.000	FND COMB WEALTH RATIO FOR SSR	1.009	(0.076)	(0.076)
TAFPU BASED ON 19-20 SY DATA	7,035	7,041	6	TAFPU BASED ON 20-21 SY DATA	7,113	78	72
TAFPU BASED ON 18-19 SY DATA	7,130	7,036	(94)	TAFPU BASED ON 19-20 SY DATA	7,071	(59)	35
SELECTED TAFPU	7,083	7,038	(45)	SELECTED TAFPU	7,113	30	75
REGIONAL COST INDEX (RCI)	1.124	1.124	0.000	REGIONAL COST INDEX (RCI)	1.124	0.000	0.000
PNI = 1 + EN%, MIN 1; MAX 2	1.183	1.192	0.009	PNI = 1 + EN%, MIN 1; MAX 2	1.194	0.011	0.002
ADJUSTED FOUNDATION AMT/PUPIL	9,197.47	9,267.45	69.98	ADJUSTED FOUNDATION AMT/PUPIL	9,588.99	391.52	321.54
ADJUSTED TAX RATE	0.01726	0.01726	0.00000	ADJUSTED TAX RATE	0.01601	(0.00125)	(0.00125)
EXP MIN LOCAL CONTRIB/PUPIL	14,325.89	15,002.19	96.63	EXP MIN LOCAL CONTRIB/PUPIL	14,325.89	(579.67)	(676.30)
FOUNDATION FORMULA AID/PUPIL	0.00	0.00	0.00	FOUNDATION FORMULA AID/PUPIL	0.00	0.00	0.00
FND STATE SHARING RATIO	0.377	0.377	0.000	FND STATE SHARING RATIO	0.407	0.030	0.030
ALT FOUNDATION AID/PUPIL	467.44	3,493.83	26.39	ALT FOUNDATION AID/PUPIL	3,902.71	435.27	408.88
SELECTD FOUNDATION AID/PUPIL	3,467.44	3,493.83	26.39	SELECTD FOUNDATION AID/PUPIL	3,902.71	435.27	408.88
<b>TOTAL FOUNDATION AID</b>	<b>24,559,878</b>	<b>24,600,057</b>	<b>40,179</b>	<b>TOTAL FOUNDATION AID</b>	<b>27,759,977</b>	<b>3,200,099</b>	<b>3,159,920</b>
2020-21 FOUNDATION AID BASE	12,125,223	12,125,223	0	2021-22 FOUNDATION AID BASE	15,399,866	3,274,643	3,274,643
2021-22 FOUNDATION AID PAYABLE	15,389,319	15,399,866	10,547	2022-23 FOUNDATION AID PAYABLE	21,579,922	6,190,603	6,180,056
2020-21 PUBLIC ENROLLMENT EST.	5,939	5,944	5	2021-22 PUBLIC ENROLLMENT EST.	6,056	117	112
% K-6 ELIG APPLIC LUNCH	0.2165	0.2165	0.0000	% K-6 ELIG APPLIC LUNCH	0.2165	0.0000	0.0000
LUNCH COUNT @ 0.65	836	836	0	LUNCH COUNT @ 0.65	836	0	0
CENSUS POVERTY	0.0250	0.0250	0.0000	CENSUS POVERTY	0.0250	0.0000	0.0000
CENSUS COUNT @ 0.65	97	97	0	CENSUS COUNT @ 0.65	97	0	0
NUMBER OF SQUARE MILES	30.785	30.785	0.0000	NUMBER OF SQUARE MILES	30.785	0.0000	0.0000
SPARSITY FACTOR	0.000	0.000	0.0000	SPARSITY FACTOR	0.000	0.0000	0.0000
SPARSITY COUNT	0	0	0	SPARSITY COUNT	0	0	0
ENGLISH LANGUAGE LEARNERS	310	310	0	ENGLISH LANGUAGE LEARNERS	310	0	0
ELL COUNT @ 0.50	155	155	0	ELL COUNT @ 0.50	155	0	0
EXTRAORDINARY NEEDS COUNT	1,089	1,089	0	EXTRAORDINARY NEEDS COUNT	1,089	0	0
EN % = EN COUNT/ENROLLMENT	0.183	0.183	0.0000	EN % = EN COUNT/ENROLLMENT	0.183	0.0000	0.0000

Was \$9,170,559 short; 50% = \$4,585,280

Currently \$12,360,111 short; 50% = \$6,180,056

Need to watch the calculation for additional changes and see what the Governor proposes to the formula too!

# Budgeting Salaries



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- Biggest portion of the General Fund Budget
- Recommendations:
  - ▣ Review the CRRSA and ARPA grant applications to see which positions have been included in the grant applications for 22-23
    - Evaluate how that will affect the General Fund 22-23 budget
  - ▣ Reconcile the current year's budget to the current year's actual
    - Fix any current year's miscoding of salaries first
    - Accurate current monthly reports can assist in better budget estimates
    - Use tools in accounting software to assist you



# CENTRAL SCHOOL DISTRICT



## Remaining Contractual Balance by Account

Account	Employee Name	Employee ID	Employee Group	Earning	Limit	Paid	Remaining
A2110152100000		115	TEACHER	Contract	82,013.00	18,926.10	63,086.90
A2110152100000		115	TEACHER	CREDITS	2,000.00	461.52	1,538.48
A2110152100000		23	TEACHER	Contract	74,015.00	17,080.38	56,934.62
A2110152100000		29	TEACHER	Contract	95,669.00	22,077.48	73,591.52
A2110152100000		29	TEACHER	CREDITS	5,000.00	1,153.86	3,846.14
A2110152100000		67	TEACHER	Contract	74,015.00	17,080.38	56,934.62
A2110152100000		69	TEACHER	Contract	95,669.00	22,077.48	73,591.52
A2110152100000		574	TEACHER	Contract	51,556.00	11,897.52	39,658.48
A2110152100000		105	TEACHER	Contract	69,199.00	15,969.00	53,230.00
A2110152100000		112	TEACHER	Contract	74,015.00	17,080.38	56,934.62
A2110152100000		126	TEACHER	Contract	74,015.00	17,080.38	56,934.62
A2110152100000		126	TEACHER	CREDITS	3,000.00	692.28	2,307.72
A2110152100000		148	TEACHER	Contract	69,199.00	15,969.00	53,230.00
A2110152100000		573	TEACHER	Contract	47,128.00	10,875.72	36,252.28
A2110152100000		512	TEACHER	Contract	51,556.00	11,897.52	39,658.48
A2110152100000				Contract	96,669.00	22,308.24	74,360.76
A2110152100000				CREDITS	5,000.00	1,153.86	3,846.14
A2110152100000				Contract	82,013.00	18,926.10	63,086.90
A2110152100000				Contract	74,015.00	17,080.38	56,934.62
A2110152100000				Contract	69,199.00	15,969.00	53,230.00
A2110152100000				Contract	63,364.00	14,622.48	48,741.52
A2110152100000				Contract	52,498.00	12,114.90	40,383.10
A2110152100000				Contract	50,732.00	11,707.38	39,024.62
A2110152100000				Contract	42,108.00	12,030.84	30,077.16
A2110152100000				Contract	47,128.00	10,875.72	36,252.28
<b>Account Totals:</b>					<b>1,516,139.00</b>	<b>355,783.32</b>	<b>1,160,355.68</b>

Lists by account code, each employee, contract wage, credits, etc.

### Remaining Contractual Balance Report

This report will list all of the remaining contractual balances under the selected criteria.

Report Criteria

Sort By: Account

☐ Supplemental Appointments

Employee Status

☒ Active

☐ Inactive

☐ Temporary

☐ On Leave

☐ Retired

☐ Pending

# CENTRAL SCHOOL DISTRICT



Contract And Rate Report For The Period 7/1/2021 - 06/30/2022

Pay Profile	Level	Step	Earning	Checks	FTE	Contract	FTE Amount	Entitled	Per Pay	Daily	Hourly	Date Range
ADV			ADV	2.0	1.0000	3,537.00	3,537.00	3,537.00	1,768.50	17.69	8.84	07/01/21 06/30/22
- 123												
CLK11	CLERK	18.00	REG PAY	26.0	1.0000	24,972.48	24,972.48	24,972.48	960.48	135.72	20.88	07/01/21 06/30/22
- 124												
TA21	TA	24.00	HOURLY	21.0	1.0000	30,322.50				161.72	24.88	07/01/21 06/30/22
TA21	TA	19.00	REG PAY	21.0	1.0000	29,810.63	29,810.63	29,810.63	1,419.55	158.99	24.46	07/01/21 06/30/22
TA21	Credits	1.00	CREDITS	21.0	1.0000	15.00	15.00	15.00	0.71	0.08	0.01	07/01/21 06/30/22
125												
TCHLP	MA	28.00	Contract	26.0	1.0000	93,739.00	93,739.00	93,739.00	3,605.35	468.70	66.96	07/01/21 06/30/22
TCHLP	Credits	1.00	CREDITS	26.0	1.0000	2,000.00	2,000.00	2,000.00	76.92	10.00	1.43	07/01/21 06/30/22
COACH			COACHING	2.0	1.0000	2,695.00	2,695.00	2,695.00	1,347.50	44.92	22.46	07/01/21 06/30/22
- 126												
TCHLP	Credits	2.00	CREDITS	26.0	1.0000	3,000.00	3,000.00	3,000.00	115.38	15.00	2.14	07/01/21 06/30/22
TCHLP	MA	19.00	Contract	26.0	1.0000	74,015.00	74,015.00	74,015.00	2,846.73	370.08	52.87	07/01/21 06/30/22
SUM	MA	19.00	HOURLY	4.0	1.0000	74,015.20				370.08	52.87	07/01/21 06/30/22
TCHLP			TMLDR	26.0	1.0000	4,653.00	4,653.00	4,653.00	178.96	23.27	3.32	07/01/21 06/30/22
- 127												
CUS12	CUSTWRKR	4.00	REG PAY	26.0	1.0000	40,778.64	40,778.64	6,562.08	1,568.41	156.24	19.53	07/01/21 08/28/21
CUS12	CUSTWRKR	5.00	REG PAY	26.0	1.0000							
- 237												
TYP12	STYP1112	9.00	REG PAY	26.0	1.0000							
TYP12	STYP1112	10.00	REG PAY	26.0	1.0000							
TYP12	STYP1112	9.00	REG PAY	26.0	1.0000							

Lists, by employee, their step, position, salary, and FTE

CENTRAL SCHOOL DISTRICT - Contract and Rate Report

### Contract & Rate Listing For The Period

This report will list all Contract & Rate Earnings for the selected criteria.

Report Criteria

Start Date: 07/01/2021
End Date: 06/30/2022
☐ Prior Year

Pay Profiles: All
Employee(s): All

☐ Only Contract Earnings

Employee Status

☒ Active
☐ On Leave

☒ Inactive
☐ Retired

☒ Temporary
☐ Pending

# CENTRAL SCHOOL DISTRICT

## Earning Scattergram Payroll Earnings Employees Report By Effective Date 07/01/2022

Salary Schedule ID: 76

Schedule Type: Contractual

Salary Schedule Name: 22-23 Salary Schedule

Bargaining Unit

Step	BA	MA	Total
1.00			
2.00	1.00		1.00
3.00	2.00	2.00	4.00
4.00	2.00	2.00	4.00
5.00			
6.00	1.00	5.00	6.00
7.00		5.00	5.00
8.00		8.00	8.00
9.00			
10.00		4.00	4.00
11.00		4.00	4.00
12.00		3.00	3.00
13.00		3.00	3.00
14.00		2.00	2.00
15.00		1.00	1.00
16.00		7.00	7.00
17.00		5.00	5.00
18.00		6.00	6.00
19.00		4.00	4.00
20.00		7.00	7.00
21.00		1.00	1.00
22.00		1.00	1.00
23.00		2.00	2.00
24.00		2.00	2.00
25.00		2.00	2.00
26.00		1.00	1.00
27.00		2.00	2.00
28.00			
29.00		9.00	9.00
Totals:	6.00	88.00	94.00

CENTRAL SCHOOL DISTRICT - Earnings Scattergram Report

### Earnings Scattergram Report

This report will list all valid earning information under the selected criteria in the form of a scattergram.

Report Criteria

Report On:

Payroll Earnings

Project From Year:

07/01/2021 - 06/30/2022

To Fiscal Year:

07/01/2022 - 06/30/2023

Salary Schedule(s):

Selection

Pay Profile(s):

All

Show:

Employees

FTE Effective Date:

07/01/2022

Steps to Forecast:

1

Employee Status

☒ Active
 ☐ Inactive
 ☐ Temporary
 ☐ On Leave
 ☐ Retired
 ☐ Pending

☐ Shared
 ☐ Editable

Export

Run

Cancel

Scattergrams can help verify that you have everyone. Caution: Staff charged to any fund are included here.

# Budgeting Salaries

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- Do you have a retirement incentive so you know who will be retiring this year?
  - ▣ Budget for next year's retirees' payments using average of past few years
- Verify with Human Resources what step the average new hire is hired at
  - ▣ Budget for replacements based on this or higher
- Make sure to budget for extra credits, special stipends, and substitutes
- Check overall increase for reasonableness



# Summary



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- ❑ Calculate a preliminary Tax Cap calculation for budget planning
- ❑ Review monthly financial reports to ensure budget properly included, taxes and State Aid look reasonable, major areas of expenditures have been encumbered, and there aren't any overdrawn accounts
- ❑ Review State Aid revenue proposal when Executive Budget is issued and adjust numbers, as appropriate, for your own preliminary budget numbers
- ❑ Review accuracy of the 21-22 budget for salary lines, make corrections (budget transfers/correct coding of employees), project salaries for next year based on contract increases



# Questions?

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## State Aid and Financial Planning Service

Questar III BOCES  
10 Empire State Boulevard  
Castleton, NY 12033

518-477-2635

Option 1 (SAP)

<http://sap.questar.org>

twitter.com/qiisap - @qiisap



Upcoming dates:

Wednesday:

1/19/22, 2/16/22, 3/23/22, 4/20/22,  
5/18/22, 6/22/22