



Notice



1

State Aid Planning

About Us

Contact Us

Guidebooks

News

Resources

STAC Service

Webinars

Webinar Recordings

Workshops

Coffee Talk

Monthly webinars focusing on topics related to school business management functions



Schedule



Zoom Link

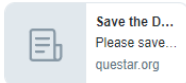
ID: 958 3638 6798
Password: 671233



Presentations

You may print out a copy of the PowerPoint by clicking the “**Presentations**” link.

Recordings 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

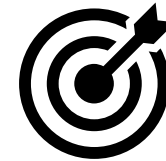


Zoom Link

Password: 319866



Presentations



Knowledge Café January 2022

State Aid & Financial Planning Service



Agenda



3




- SBO Calendar for February 2022
- Kathy's Corner
 - ▣ Understanding Invoices from Your BOCES
- Calculating Building Aid





SBO Calendar for February

4


Task	Due Date	Filing Requirement	Notes	Priority
1st report of EPE (Employment Preparation Education) contact hours (for 2021-22 aid year) using Form SA160.1 	2/1/2022	Annually	Up to 25% of the total appropriation will be paid after April 1st based on these claims. If claims statewide exceed 25%, aid will be prorated. This form is used to determine the EPE hours through December 31, 2021 that will be claimed for EPE aid and to project total EPE hours through June 30, 2022.	Required
Annual ERS Payment due (if early payment option not done in December)	2/1/2022	Annually		Required
Complete Surveys 2/3 in the NYSED Portal under Office of Audit Services - Big 5 Districts	2/1/2022	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
Prepare and Submit Property Tax Cap Calculation form on OSC portal  NYS OSC Portal Login	2/15/2022	Annually	Due March 1st. Data must be submitted via OSC's online portal	Recommended Best Practice
Billings (transportation, use of facilities, health services, parentally placed non-public etc.)	2/28/2022	Monthly		Recommended Best Practice
Budget Development - Continue 	2/28/2022	Annually		Recommended Best Practice

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



SBO Calendar for February


5

Task	Due Date	Filing Requirement	Notes	Priority
Budget Status Reports to Board of Education including revenue and appropriation status reports	2/28/2022	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
Cash Flow and Fund Balance - modify assumptions, update, and review for accuracy	2/28/2022	Monthly		Recommended Best Practice
Check status of current capital projects, prior and prospective projects	2/28/2022	Annually 	These reports are available by accessing the NYSED District Home Page under section entitled "IMPORTANT INFORMATION ABOUT BUILDING AID"	Recommended Best Practice
Federal and State Cafeteria Reimbursement Form	2/28/2022	Monthly		Recommended Best Practice
Monthly Profit/Loss Statements for School Food Service	2/28/2022	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Payroll Reports – ERS/TRS Payments and Reports	2/28/2022	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



SBO Calendar for February

6

Task	Due Date	Filing Requirement	Notes	Priority
Prepare Final Cost Reports for capital construction projects as soon as certified as substantially complete and all outstanding bills are paid	2/28/2022	Monthly		Recommended Best Practice
Prepare for Budget Presentation	2/28/2022	Annually		Recommended Best Practice
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. NYS OSC Retirement Online System	2/28/2022	Annually	Report may be submitted annually from January through March	Required
Review BOCES invoices for appropriate services and charges	2/28/2022	Monthly		Recommended Best Practice
State and Federal Projects - review for expenditures and revenues. Submit FS-25's request for funds to Grants Finance	2/28/2022	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	2/28/2022	Monthly	Report on prior month's activities	Required

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

Topics Covered Last January

7

Pension Plans – What Does a SBO Need to Know?

- ✓ TRS and ERS
- ✓ Tiers, Rates, Resources

Required Reporting of Retiree Earnings

- ✓ What needs to be reported?
- ✓ Limitations on what retirees can earn

A quick look back

What is STAC and How Do I Access It?

STAC Online Verification Deadlines for the 2021/2022 State Fiscal Year

Below is a listing of upcoming 2021/2022 state fiscal year claiming deadlines for summer, Homeless and Incarcerated Youth services. To be included in these upcoming payments, please verify the education/maintenance and/or transportation approvals **on or before the deadlines listed below:**

School Year	Placement Type	Verify Education/Main		Verify Transportation	
		On Screen	By Deadline	On Screen	By Deadline
2020-21	Incarcerated Youth 12-Month Program	DVINC	01/25/2022	N/A	N/A
2021-22	Incarcerated Youth 12-Month Program	DVINC	01/25/2022	N/A	N/A
2018-19	4408 Summer	DVSUM	01/28/2022	DVSTR	01/28/2022
2018-19	Related Services 4408 Summer (9015 Programs)	DVSRL	01/28/2022	DVST2	01/28/2022
2018-19	4201 Summer	N/A	N/A	DVST3	01/28/2022
2018-19	Summer Chapter 47, 66, and 721	DVCSM	01/28/2022	DVSTC	01/28/2022
2019-20	4408 Summer	DVSUM	02/04/2022	DVSTR	02/04/2022
2019-20	Related Services 4408 Summer (9015 Programs)	DVSRL	02/04/2022	DVST2	02/04/2022
2019-20	4201 Summer	N/A	N/A	DVST3	02/04/2022
2019-20	Summer Chapter 47, 66, and 721	DVCSM	02/04/2022	DVSTC	02/04/2022
2020-21	10-Mo. Chapter 47, 66, and 721	DVCHP	02/04/2022	N/A	N/A
2020-21	4408 Summer	DVSUM	02/11/2022	DVSTR	02/11/2022
2020-21	Related Services 4408 Summer (9015 Programs)	DVSRL	02/11/2022	DVST2	02/11/2022
2020-21	4201 Summer	N/A	N/A	DVST3	02/11/2022
2020-21	Summer Chapter 47, 66, and 721	DVCSM	02/11/2022	DVSTC	02/11/2022
2020-21	Nonresident Homeless 10-month Program	DVHOM	02/15/2022	N/A	N/A
2021-22	4408 Summer*	DVSUM	02/25/2022	DVSTR	02/25/2022
2021-22	Related Services 4408 Summer (9015 Programs)*	DVSRL	02/25/2022	DVST2	02/25/2022
2021-22	4201 Summer*	N/A	N/A	DVST3	02/25/2022
2021-22	Summer Chapter 47, 66, and 721*	DVCSM	02/25/2022	DVSTC	02/25/2022

* These initial summer payments will reflect 70 percent of the maximum allowable aid percent.

(Summer 4408, Summer 4408 Related Services, Summer 4201 = $80\% \times 70\% = 56\%$;

Summer Chapters: $100\% \times 70\% = 70\%$)

These represent the last claiming opportunities for the 2021/2022 state fiscal year, which concludes March 31, 2022.

Update for
2021/22:

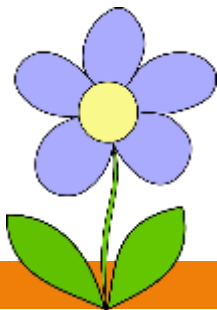
STAC due
dates for Aid
to be Paid
during the
21/22 State
Fiscal year
ending March
31, 2022



9

Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL



Kathy's Corner

10

Everything you need or want to know about a BOCES bill!



Checklist for the BOCES Bill

11

- ❑ Ensure the Business office and Special Ed. office is receiving a copy of the monthly invoice.
- ❑ What is the internal process for reviewing the bill?
 - ❑ Who signs off on the bill?
 - ❑ What if there is a mistake?
 - ❑ What is the process to communicate to the BOCES?
- ❑ BOCES usually has a program guide that will explain each CO-SER.
 - ❑ Some BOCES will present this information in a joint meeting format.



Programs and Services Information

Users may view program information by clicking on the name of the program/service (CO-SER). Users may select the program/service as part of a FSR agreement by clicking on the group or program category.

[View All Programs and Services](#)



**Career / Technical Education
Services (7)**



District Support Services (62)



General Education Services (19)



Special Education Services (33)

Program Guide may be available on-line for your BOCES – this is an example from Questar III BOCES' cover page which shows the main categories of services provided

Classroom Programs

Showing all 10 results



Extended Year Program –
861.010

Select the
program you
are interested
in and drill
down to get
more
information

Robin Sobol Transition
Academy (8:1:2) – 230.040



Special Education NYSAA
(4:1:2) – 240.010



Special Education NYSAA
(6:1:2) – 230.020



Special Education NYSAA (4:1:2) – 240.010

Questar III's NYSAA 4:1:2 program provides a highly structured and intensive educational option for students with emotional and behavioral disabilities requiring multiple levels of supports at high levels of frequency and duration.

Contact Information

Name: Shauna Maynard

Address: Questar III, 10 Empire State Boulevard, Castleton NY 12033

Phone: 518.479.6852

Fax: 518.732.0568

Email: shauna.maynard@questar.org

Category: **Classroom Programs**



Description



Additional Information

Product Description

Questar III's NYSAA 4:1:2 program provides a highly structured and intensive educational option for students with emotional and behavioral disabilities requiring multiple levels of supports at high levels of frequency and duration. Students in this program have the opportunity to work towards a Skills and Achievement Credential while strengthening their social and emotional skills. The program provides a rigorous school-wide behavioral management system and highly structured classroom environment. A focus on the development of social skills, problem-solving abilities, and conflict resolution practices are of primary importance. The Special Education 4:1:2 includes child psychiatric consultation, social work and psychology support, behavior specialist consultation, physical education or adaptive physical education, and access as needed to crisis intervention and transition planning services. The program is comprised of four students, one teacher, and two teaching assistants.

Note: Questar III's classroom programs run September through June with an extended school year option.

Special Education NYSAA
(8:1:1) – 240.020

What is a CO-SER?

14

A CO-SER is an approved cooperative agreement to establish a shared service for one year between a BOCES and two or more districts.

- Services are provided at the request of component districts to respond to an established need and must be shared.

- Services should be cost-efficient and effective.

- Not all BOCES services generate aid; however, all General Fund services must have an approved CO-SER.

PROGRAM SERIAL NUMBER RANGES

Service Program	Program Serial Numbers
Career and Technical Education	101 – 199
Special Education	201 – 299
Itinerant (All)	301 – 399
Other Service Programs	
General Education	401 – 499
Instructional Support	501 – 599
Non-Instructional	601 – 699
Operation and Maintenance	701
Internal Service Activities	702 – 799
Special Aid Projects	801 – 999

Each BOCES may use a different specific number for a CO-SER, but they will be in these ranges

15

Overview of the Monthly Invoice

What to Look For and How to Read It

BOCES Monthly Invoice Includes

16

- ❑ Change Summary Page
 - Summarizes all the changes in services in the month
- ❑ Summary Invoice by CO-SER
 - Shows original contract, revisions, current contract, billed to date, billed this month
- ❑ Invoices from other BOCES for cross-contracts
- ❑ Backup to special education services
 - Sorted by child and by service
- ❑ Backup for new services



CONTRACT INVOICE

Issue Date	Due Date
12/17/2021	01/15/2022

December 2021 Contract Invoice - 2021/2022

Service	Cost Basis	Quantity	Unit Cost	Initial Amount	Year-to-Date Adjustments	Current Contract	Amount Billed To Date	Billing Amount This Cycle
2610.49 School Library & Audiovisual				\$0.00	\$2,404.64	\$2,404.64	\$721.39	\$240.46
511.020 MULTI MEDIA LIBRARY				\$0.00	\$2,404.64	\$2,404.64		
511.020.10 Multi Media: Streaming & Licenses	PER QUOTE	0.0000	0.0000	\$14,683.77	-\$2,075.64	\$12,608.13	\$3,782.43	\$1,260.81
516.020 LIBRARY AUTOMATION				\$14,683.77	-\$2,075.64	\$12,608.13		
516.020.03 LIBRARY: Electronic Resources	PER QUOTE	0.0000	0.0000	\$14,683.77	\$329.00	\$15,012.77	\$4,503.82	\$1,501.27
Subtotal: 2610.49 School Library & Audiovisual								
2620.49 Educational Television				\$3,775.00	\$0.00	\$3,775.00	\$1,132.50	\$377.50
450.050 ONLINE LEARNING				\$3,775.00	\$0.00	\$3,775.00		
450.050.31 APEX: SINGLE COURSE:25-99	PER COURSE	25.0000	151.0000	\$3,775.00				
ENROLLED				\$3,775.00	\$0.00	\$3,775.00	\$1,132.50	\$377.50
Subtotal: 2620.49 Educational Television								
2630.49 Computer Assisted Instruction				\$0.00	\$101,451.51<	\$101,451.51	\$32,958.45	\$9,784.72
430.501 DISTANCE LEARNING-CAP REG BOCES	X-CONTRACT	0.0000	0.0000	\$0.00	-\$8,009.51			
12/16/2021 CROSS CONTRACT SERVICES CAP REGION BOCES DEC 2021					-\$400.48			
12/16/2021 CROSS CONTRACT SERVICES CAP REGION BOCES DEC 2021				\$0.00	\$390.00	\$390.00	\$117.00	\$39.00
440.010 Virtual Summer School				\$0.00	\$390.00	\$390.00		
440.010.055 Credit Recovery w/ Webex	Per Course	1.0000	390.0000	\$0.00	\$23,978.21<	\$23,978.21	\$1,593.12	\$3,197.87
534.060 EQUIPMENT PURCHASES	PER QUOTE	0.0000	0.0000	\$0.00	\$18,667.80			
12/06/2021 December Adj: Adjust to actual Oct/Nov purchases				\$14,847.52	\$1,412.97	\$16,260.49	\$4,829.18	\$1,633.04
534.070 MODEL SCHOOLS SOFTWARE				\$14,847.52	\$1,412.97	\$16,260.49		
534.070.10 Model Schools Software	PER QUOTE	0.0000	0.0000	\$0.00	\$14,017.50	\$14,017.50	\$4,205.25	\$1,401.75
586.501 INTERNET SERVICES - CAP REGION	X-CONTRACT	0.0000	0.0000					
Subtotal: 2630.49 Computer Assisted Instruction				\$14,847.52	\$141,250.19	\$156,097.71	\$43,703.00	\$16,056.38
Total Invoice				\$1,356,873.69	\$817,444.58	\$2,174,318.27	\$622,975.67	\$221,620.33

Note:

< Year-to-Date Adjustments column includes adjustments posted during this cycle.

Any question, please contract:

Lynn MacDonald at (518) 479-6813 or lmacdonald@questar.org for QIII services questions

Tammy Holmes at (518) 479-6923 or Tammy.Holmes@questar.org for x-contract questions.

Thank You

A

B

A+B

All CO-SERs in this account code are in the 600s range – Non-instructional category per chart

QUESTAR III
10 EMPIRE STATE BLVD
CASTLETON, NY 12033

Invoice Number

C0192-22

Page 1

Issue Date

12/17/2021

Due Date

01/15/2022

CONTRACT INVOICE

December 2021 Contract Invoice - 2021/2022

Service	Cost Basis	Quantity	Unit Cost	Initial Amount	Year-to-Date Adjustments	Current Contract	Amount Billed To Date	Billing Amount This Cycle
617.534 TRANSPORTATION-WSWHE	X-CONTRACT	0.0000	0.0000	\$0.00	\$34.23< \$34.23	\$34.23	\$0.00	\$4.89
12/14/2021 CROSS CONTRACT SERVICES WSWHE BOCES DEC 2021								
1310.49 Business Administration				\$3,224.40	\$0.00	\$3,224.40	\$967.32	\$322.44
609.071 EMERGENCY NOTIFICATION SERVICE				\$400.00	\$0.00	\$400.00		
609.071.01 Emergency Notification: BASE FEE	PER DISTRICT	1.0000	400.0000	\$400.00	\$0.00	\$2,824.40		
609.071.06 Emergency Notify:Unlimited Messages	PER STUDENT	1,228.0000	2.3000	\$2,824.40	\$0.00	\$6,250.00	\$1,875.00	\$625.00
619.030 STAC SERVICES				\$0.00	\$6,250.00	\$6,250.00		
619.030.01 STAC SERVICES	PER QUOTE	0.0000	0.0000	\$0.00	\$7,357.00	\$7,357.00	\$2,207.10	\$735.70
620.010 ASSETS MANAGEMENT & PLANNING				\$0.00	\$1,780.00	\$1,780.00		
620.010.01 Fixed Asset: Base Fee	PER DISTRICT	1.0000	1,780.0000	\$0.00	\$5,577.00	\$5,577.00		
620.010.04 Asset Inventory Services	PER SQ. FT	0.0000	0.0160	\$0.00	\$0.00	\$3,345.00	\$3,345.00	\$0.00
621.010 STATE AID PLANNING SERVICE	PER DISTRICT	1.0000	3,345.0000	\$3,345.00	\$0.00	\$4,111.00	\$1,233.30	\$411.10
625.010 GASB 75 PLANNING & VALUATION SVC	PER QUOTE	0.0000	0.0000	\$4,111.00	\$0.00	\$4,589.34	\$1,376.80	\$458.93
671.501 EMPLOYEE ASSISTANCE PROG-CAP REGION	X-CONTRACT	0.0000	0.0000	\$0.00	\$0.00	\$10,230.00	\$3,069.00	\$1,023.00
680.010 INSURANCE CONSULTANT SERVICES	PER DISTRICT	1.0000	10,230.0000	\$10,230.00	\$0.00	\$4,657.00	\$1,397.10	\$465.70
680.040 WORKERS' COMP CONSORTIUM COORD	PER DISTRICT	1.0000	4,657.0000	\$4,657.00	\$18,196.34	\$43,763.74	\$15,470.62	\$4,041.87
Subtotal: 1310.49 Business Administration				\$25,567.40				
1345.49 Purchasing				\$535.00	\$0.00	\$535.00	\$160.50	\$53.50
650.010 COOPERATIVE BIDDING & PURCHASING				\$535.00	\$0.00	\$535.00		
650.010.08 Coop Bid: COPY PAPER	PER BID	1.0000	535.0000	\$535.00	\$3,191.00	\$3,191.00	\$709.12	\$354.55
692.522 NATURAL GAS COOP-OCM BOCES	X-CONTRACT	0.0000	0.0000	\$0.00		\$3,726.00	\$869.62	\$408.05
Subtotal: 1345.49 Purchasing				\$535.00	\$3,191.00	\$3,726.00	\$869.62	\$408.05
1430.49 Personnel								\$58.60
616.040 STUDENT DISC. HEARING OFFICER				586.0000				\$312.50
616.040.01 Hearing Officer: HEARINGS 1-2	PER HEARING	1.0000	586.0000					\$371.10
690.527 RECRUITING SRV/OLAS - PUTNAM N./WES	X-CONTRACT	0.0000	0.0000					
Subtotal: 1430.49 Personnel								
1480.49 Public Information & Services				21,542.0000				\$4,308.40
375.010 PUBLIC INFORMATION COORDINATOR	PER DAY/52 WK:	2.0000	21,542.0000					\$557.00
613.010 PUBLIC INFORMATION SERVICE				2,785.0000				
613.010.01 Public Info4 - PAGES NEWSLETTER	PER UNIT	2.0000	2,785.0000					
613.020 PUBLIC INFORMATION - PRINTING	PER JOB	0.0000	0.0000	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$200.00

Questar's bills are sorted by the account code used by the district to pay, but often bills are in CO-SER order.

CONTRACT INVOICE

December 2021 Contract Invoice - 2021/2022

Issue Date	Due Date
12/17/2021	01/15/2022

Service	Cost Basis	Quantity	Unit Cost	Initial Amount	Year-to-Date Adjustments	Current Contract	Amount Billed To Date	Billing Amount This Cycle
613.050 WEB SITE DESIGN AND MANAGEMENT				\$3,196.00	\$0.00	\$3,196.00	\$958.80	\$319.60
613.050.05 WEBSITE HOSTING & TECHNICAL SUPPORT	PER DISTRICT	1.0000	3,196.0000	\$3,196.00	\$0.00	\$3,196.00		
Subtotal: 1480.49 Public Information & Services				\$53,850.00	\$0.00	\$53,850.00	\$16,155.00	\$5,385.00
1620.49 Operation of Plant				\$0.00	\$32,104.80	\$32,104.80	\$9,631.44	\$3,210.48
623.501 VOIP TELEPHONE CAP REGION	X-CONTRACT	0.0000	0.0000	\$0.00	\$32,104.80	\$32,104.80	\$9,631.44	\$3,210.48
Subtotal: 1620.49 Operation of Plant				\$0.00	\$32,104.80	\$32,104.80	\$9,631.44	\$3,210.48
1680.49 Central Data Processing				\$0.00	\$161,640.14	\$161,640.14	\$47,635.03	\$16,286.44
631.501 NERIC SERVICES-CAP REG BOCES	X-CONTRACT	0.0000	0.0000	\$0.00	\$161,640.14	\$161,640.14	\$47,635.03	\$16,286.44
12/16/2021 CROSS CONTRACT SERVICES CAP REGION BOCES DEC 2021					\$2,400.00			
12/16/2021 CROSS CONTRACT SERVICES CAP REGION BOCES DEC 2021					\$210.00			
12/16/2021 CROSS CONTRACT SERVICES CAP REGION BOCES DEC 2021					\$130.50			
Subtotal: 1680.49 Central Data Processing				\$0.00	\$161,640.14	\$161,640.14	\$47,635.03	\$16,286.44
1981.49 BOCES Admin, Rent, Captial Projects				\$165,708.00	\$0.00	\$165,708.00	\$49,712.40	\$16,570.80
001.000 CENTRAL ADMINISTRATION	Per RWADA	0.0000	0.0000	\$66,997.00	\$0.00	\$66,997.00	\$20,099.10	\$6,699.70
002.010 RENT TO SCHOOLS	Per RWADA	0.0000	0.0000	\$232,705.00	\$0.00	\$232,705.00	\$69,811.50	\$23,270.50
Subtotal: 1981.49 BOCES Admin, Rent, Captial Projects								
2070.49 Inservice Training-Instruction				\$5,550.00	\$0.00	\$5,550.00	\$1,665.00	\$555.00
519.070 MODEL SCHOOLS				\$5,550.00	\$0.00	\$5,550.00		
519.070.01 Model Schools: BASE MEMBERSHIP	PER DISTRICT	1.0000	5,550.0000	\$5,550.00	\$0.00	\$5,550.00		
522.010 STAFF DEVELOPMENT				\$21,974.00	\$5,910.00	\$27,884.00	\$8,529.32	\$2,764.95
522.010.01 School Imp: BASE FEE	PER DISTRICT	1.0000	4,425.0000	\$4,425.00	\$0.00	\$4,425.00		
522.010.26 REG SCR OPT A: Paper ELA 3-8	PER TEST	435.0000	7.0000	\$3,045.00	\$0.00	\$3,045.00		
522.010.27 REG SCR OPT A: Paper MATH 3-8	PER TEST	435.0000	6.0000	\$2,610.00	\$0.00	\$2,610.00		
522.010.40 NYSESLAT SCORING: A	PER TEST	10.0000	10.0000	\$100.00	\$0.00	\$100.00		
522.010.58 LEAD EVALUATOR TRAINING: INITIAL	PER STAFF	2.0000	200.0000	\$200.00	\$0.00	\$200.00		
522.010.59 LEAD EVALUATOR TRAINING: RECERT	PER STAFF	5.0000	100.0000	\$500.00	\$0.00	\$500.00		
522.010.60 STEM SUMMER INSTITUTE	PER DISTRICT	0.0000	0.0000	\$0.00	\$0.00	\$0.00		
522.010.68 School Imp:EMBEDDED PD- SUMMER SCHL	PER DISTRICT	1.0000	3,500.0000	\$0.00	\$0.00	\$0.00		
522.010.88 Schl Imp Software	PER CONTRACT	0.0000	0.0000	\$11,094.00	\$0.00	\$11,094.00		
522.010.99 School Imp:OTHER PD & WORKSHOPS	PER ITEM	0.0000	0.0000	\$0.00	\$100.00	\$100.00		

Verify new services are appropriate and authorized



Albany-Schoharie-Schenectady-Saratoga
Board of Cooperative Educational Service
900 Watervliet-Shaker Road Suite 102
Albany, NY 12205

Invoice Number

C0481-22

Page 50

Issue Date

12/15/2021

Due Date

01/14/2022

CONTRACT INVOICE

December 2021/2022 Contract Invoices

499000 - Questar III BOCES

Service	Cost Basis	Quantity	Unit Cost	Initial Amount	Year-to-Date Adjustments	Current Contract	Amount Billed To Date	Billing Amount This Cycle
412.999 Distance Learning - Admin Fee	Per Admin Fee	0.0000	0.0000	\$695.00	\$0.00	\$695.00	\$695.00	\$0.00
512.070 Internet Services				\$13,350.00	\$0.00	\$13,350.00	\$5,562.50	\$1,112.50
512.070.070 Internet Access	per megabyte	150.0000	89.0000	\$13,350.00	\$0.00	\$13,350.00		
512.998 Instructional Computer - Admin Fee	Per Admin Fee	0.0000	0.0000	\$667.50	\$0.00	\$667.50	\$278.13	\$55.62
604.030 Equipment Maintenance				\$15,000.00	\$0.00	\$15,000.00	\$6,250.00	\$1,250.00
604.030.100 Managed Print Service	per quote	0.0000	0.0000	\$15,000.00	\$0.00	\$15,000.00		
604.040 Network Support & Monitoring				\$1,215.00	\$0.00	\$1,215.00	\$506.25	\$101.25
604.040.020 Managed Firewall Service	per district	1.0000	1,215.0000	\$1,215.00	\$0.00	\$1,215.00		
604.060 Installment Purchases	actual cost	0.0000	0.0000	\$21,696.29	\$0.00	\$21,696.29	\$9,040.12	\$1,808.02
604.067 Administrative Software				\$2,600.00	\$0.00	\$2,600.00	\$1,083.35	\$216.66
604.067.012 Adobe Creative Cloud Licenses	as billed	0.0000	0.0000	\$2,600.00	\$0.00	\$2,600.00		
604.068 Administrative Software				\$390.00	\$0.00	\$390.00	\$162.50	\$32.50
604.068.012 Adobe NERIC Coordination Fee	as billed	0.0000	0.0000	\$390.00	\$0.00	\$390.00		
604.090 Board Docs				\$405.00	\$0.00	\$405.00	\$168.75	\$33.75
604.090.010 Board Docs - NERIC Coordination	as billed	0.0000	0.0000	\$405.00	\$0.00	\$405.00		
604.091 Board Docs				\$2,700.00	\$0.00	\$2,700.00	\$2,700.00	\$0.00
604.091.010 Board Docs LT (NYSSBA member)	per district	0.0000	2,700.0000	\$2,700.00	\$0.00	\$2,700.00		
604.100 Communications Equip Maint				\$1,967.62	\$0.00	\$1,967.62	\$819.85	\$163.97
604.100.010 Comm Equipment Maintenance	per unit	0.0000	0.0000	\$1,967.62	\$0.00	\$1,967.62		
604.110 Data Warehouse				\$11,616.63	\$0.00	\$11,616.63	\$4,840.25	\$968.05
604.110.010 Datawarehousing-Coordination	as billed	0.0000	0.0000	\$11,616.63	\$0.00	\$11,616.63		
604.170 Facility Services				\$0.00	\$2,400.00<	\$2,400.00	\$0.00	\$342.86
604.170.030 Facility Serv-Que Centre Service	actual cost	0.0000	0.0000	\$0.00	\$2,400.00	\$2,400.00		
11/29/2021 Approved by					\$2,400.00			
604.171 Facility Services				\$0.00	\$210.00<	\$210.00	\$0.00	\$210.00
604.171.030 Que Ware Services	as billed	0.0000	0.0000	\$0.00	\$210.00	\$210.00		
11/29/2021 Approved by					\$210.00			
604.180 Finance Manager & Hosted Solution				\$11,879.00	\$0.00	\$11,879.00	\$4,949.60	\$989.91
604.180.040 FM - Coordination	per district	0.0000	0.0000	\$11,879.00	\$0.00	\$11,879.00		
604.225 Security				\$0.00	\$454.00	\$454.00	\$454.00	\$0.00
604.225.060 Security - Maintenance	actual cost	0.0000	0.0000	\$0.00	\$454.00	\$454.00		
604.250 Microsoft EES				\$6,042.00	\$0.00	\$6,042.00	\$6,042.00	\$0.00
604.250.060 EES Microsoft Licensing (FTE)	per FTE	0.0000	53.0000	\$6,042.00	\$0.00	\$6,042.00		
604.255 Google Workspace				\$4,106.40	\$0.00	\$4,106.40	\$1,711.00	\$342.20
604.255.010 Google Workspace Plus	as billed	0.0000	0.0000	\$3,480.00	\$0.00	\$3,480.00		
604.255.020 Google Workspace NERIC Service Fee	as billed	0.0000	0.0000	\$626.40	\$0.00	\$626.40		
604.330 Telecommunications				\$6,895.78	\$0.00	\$6,895.78	\$2,873.25	\$574.65
604.330.020 Telecommunications	as billed	0.0000	0.0000	\$6,895.78	\$0.00	\$6,895.78		

CONTRACT INVOICE

December 2021 Contract Invoice - 2021/2022

Issue Date	Due Date
12/17/2021	01/15/2022

Service	Basis	Quantity	Unit Cost	Initial Amount	Year-to-Date Adjustments	Current Contract	Amount Billed To Date	Billing Amount This Cycle
588.53	CT	0.0000	0.0000	\$0.00	\$270.00< \$270.00	\$270.00	\$0.00	\$38.57
	DEC 2021			\$27,524.00				
Subtotal:								
2110.4		4.0000	13,500.0000	\$0.00				
480.04				\$0.00				
518.01	NT	34.0000	310.0000	\$0.00				
511				\$3,264.00				
HRS								
611.01				\$558.00				
STUDENTS		1.0000	558.0000	\$558.00				
611.010.00 Textbooks: BASE FEE	Per District			\$2,706.00				
611.010.01 Textbooks: BASIC	PER PUPIL	33.0000		\$3,264.00	\$64,540.00	\$67,804.00	\$20,043.26	\$6,822.96
Subtotal: 2110.49 Teaching-Regular School								
2250.49 Programs/Srvces for Handicapped								
230.015 THERAPEUTIC YOUTH: 6:1:1	PER PUPIL	1.0000	57,801.0000	\$115,602.00	-\$57,801.00	\$57,801.00	\$17,340.30	\$5,780.10
230.018 THERAPEUTIC YOUTH: 6:1:1 w/ CS	PER PUPIL	1.0000	57,801.0000	\$0.00	\$57,801.00	\$57,801.00	\$17,340.30	\$5,780.10
230.020 SPECIAL ED: 6:1:2	PER PUPIL	6.2500	67,447.0000	\$539,576.00	-\$118,032.25	\$421,543.75	\$135,315.54	\$40,889.74
230.300 RELATED SRVCS-COSER 230 STUDENTS	ACTUAL	0.0000	0.0000	\$0.00	\$135,251.40< -\$111.78	\$135,251.40	\$35,365.70	\$14,269.39
12/15/2021 December Adj: adjust related services to actual								
240.020 SPECIAL ED: 8:1:1	PER PUPIL	2.0000	43,865.0000	\$43,865.00	\$43,865.00	\$87,730.00	\$26,319.00	\$8,773.00
240.300 RELATED SRVCS-COSER 240 STUDENTS	ACTUAL	0.0000	0.0000	\$0.00	\$91,683.22< -\$111.78	\$91,683.22	\$27,538.50	\$9,163.53
12/15/2021 December Adj: adjust related services to actual								
289.501 SPECIAL ED CDSII- CAP REG BOCES	X-CONTRACT	0.0000	0.0000	\$0.00	\$150,464.79< \$52,768.59	\$150,464.79	\$21,710.26	\$18,393.50
12/16/2021 CROSS CONTRACT SERVICES CAP REGION BOCES DEC 2021								
295.501 SPEC ED ISP,SEIL,SLIP - CAP REG BOC	X-CONTRACT	0.0000	0.0000	\$0.00	\$64,412.11< \$2,077.81	\$64,412.11	\$13,852.06	\$7,222.86
12/16/2021 CROSS CONTRACT SERVICES CAP REGION BOCES DEC 2021								
314.020 PSYCHOLOGICAL COUNSELOR-SP ED	HR/WK/40 WKS	0.5000	5,908.0000	\$0.00	\$2,954.00	\$2,954.00	\$656.44	\$328.22
323.010 SPEECH AND LANGUAGE PATHOLOGIST	HR/WK/40 WKS	1.1400	5,374.0000	\$0.00	\$6,126.36	\$6,126.36	\$1,361.42	\$680.71
331.015 CONSULTANT TEACHER at STEM HS	HR/WK/40 WKS	3.2500	3,309.0000	\$0.00	\$10,754.25	\$10,754.25	\$2,389.84	\$1,194.92
Subtotal: 2250.49 Programs/Srvces for Handicapped				\$699,043.00	\$387,478.88	\$1,086,521.88	\$299,189.36	\$112,476.07
2280.49 Occupational Education								
111.000 CTE: GENERAL PROGRAMS	5 YR AVG	0.0000	0.0000	\$273,863.00	\$0.00	\$273,863.00	\$82,158.90	\$27,386.30
317.010 BUSINESS & EDUCATION PARTNERSHIP	PER DISTRICT	1.0000	6,630.0000	\$6,630.00	\$0.00	\$6,630.00	\$1,989.00	\$663.00
Subtotal: 2280.49 Occupational Education				\$280,493.00	\$0.00	\$280,493.00	\$84,147.90	\$28,049.30

In addition to figuring out how to pay for new services for the current year, consider the affect on next year's budget too



BOCES Change Report

22

Fiscal Year: 2021-22

Change No:

Comes each month with the invoice. Should BOE be approving changes since they approved original AS-7?

BEDS Code:

School District.

CSD

Date: December 17, 2021

The change(s) listed below has been requested by your district for the current fiscal year.

Division/Service No.	Program	Enrollment New / Old	Amount of Change	New Contract
230.300 RELATED SRVCS-COSER 230 STUDENTS		New: 0.0000	-111.78	135,251.40
December Adj: adjust related services to actual		Old: 0.0000		
240.300 RELATED SRVCS-COSER 240 STUDENTS		New: 0.0000	-111.78	91,683.22
December Adj: adjust related services to actual		Old: 0.0000		
289.501 SPECIAL ED CDSII- CAP REG BOCES		New: 0.0000	52,768.59	150,464.79
CROSS CONTRACT SERVICES CAP REGION BOCES		Old: 0.0000		
DEC 2021				
295.501 SPEC ED ISP,SEII,SLIP - CAP REG BOC		New: 0.0000	2,077.81	64,412.11
CROSS CONTRACT SERVICES CAP REGION BOCES		Old: 0.0000		
DEC 2021				
430.501 DISTANCE LEARNING-CAP REG BOCES		New: 0.0000	-8,009.51	101,851.99
CROSS CONTRACT SERVICES CAP REGION BOCES		Old: 0.0000		
DEC 2021				
430.501 DISTANCE LEARNING-CAP REG BOCES		New: 0.0000		101,451.51
CROSS CONTRACT SERVICES CAP REGION BOCES		Old: 0.0000		
DEC 2021				

BOCES Invoices

Using Your BOCES Invoice to Ensure
Excess Cost Aid for BOCES Placed
Children is Maximized



Sample Monthly BOCES Bill

24

Always report
the **Annualized**
Cost

BOCES
Annualized District Services
School Year: 2021-2022 RSY
Billing Type: Student

Annual FTE/Cost
\$50,255.80/.700 = \$71,794

BOCES:

District:

Program Code: 209.279 Pathway to Learning 6:1:2

Student	Program Code	Start	End	Active	Billing Method	Time	Annual FTE	Cost
1	209.279	12/06/2021	06/24/2022	Yes	FTE (per week)	100%	0.7000	\$50,255.80
Total Cost for								\$50,255.80

<div>2</div> <div></div>	Student	Program Code	Start	End	Active	Billing Method	Time	Annual FTE	Cost	
		209.279	09/07/2021	06/24/2022	Yes	FTE (per week)	100%	1.0000	\$71,794.00	
		RS Code	Start	End	Active	Billing Method	Ratio	Freq/%	Duration	Cost
		005 SP	09/07/2021	06/24/2022	Yes	Per Session Charge	Group	2 X Weekly	30 min	\$4,000.00
		014 OT	09/07/2021	06/24/2022	Yes	Per Session Charge	Individual	1 X Weekly	30 min	\$3,400.00
		015 SP	09/07/2021	06/24/2022	Yes	Per Session Charge	Individual	1 X Weekly	30 min	\$3,840.00
		004 OT	09/07/2021	06/24/2022	Yes	Per Session Charge	Group	1 X Weekly	30 min	\$1,760.00
		011 SW	09/07/2021	06/24/2022	Yes	Per Session Charge	Individual	1 X Weekly	30 min	\$3,680.00
		001 SW	09/07/2021	06/24/2022	Yes	Per Session Charge	Group	1 X Weekly	30 min	\$1,880.00
		OB Code	Start	End	Active	Billing Method	Ratio	Freq/%	Duration	Cost
	034 OT Consult	09/07/2021	06/24/2022	Yes	Per Session Charge	Individual	1 X Monthly	30 min	\$850.00	
	031 SW Consult	09/07/2021	06/24/2022	Yes	Per Session Charge	Individual	1 X Monthly	1 hrs	\$1,840.00	

Tip: Share a copy with CSE Office

Total Cost	\$93,044.00
Total Program FTE for Code 209.279:	1.7000
Total Program Cost	\$122,049.80
Total Related Service Cost for 001 SW:	\$1,880.00
Total Related Service Cost for 004 OT:	\$1,760.00
Total Related Service Cost for 005 SP:	\$4,000.00
Total Related Service Cost for 011 SW:	\$3,680.00
Total Related Service Cost for 014 OT:	\$3,400.00
Total Related Service Cost for 015 SP:	\$3,840.00
Total Related Service Cost	\$18,560.00
Total Other Billable Cost for 031 SW Consult	\$1,840.00
Total Other Billable Cost for 034 OT Consult	\$850.00
Total Other Billable Cost	\$2,690.00

Make sure you have all of the pages of the bill

Sample BOCES Bill

25

BOCES: [REDACTED]
District: [REDACTED] (Cont'd)

Total Placement Cost: \$143,299.80

Program Code: 211.271 Social/Emotional 8:1:2

Student	Program Code	Start	End	Active	Billing Method	Time	Annual FTE	Cost
3	211.271	09/07/2021	06/24/2022	Yes	FTE (per week)	100%	1.0000	\$53,846.00
	RS Code	Start	End	Active	Billing Method	Ratio	Freq/%	Duration
	011 SW	09/07/2021	06/24/2022	Yes	Per Session Charge	Individual	1 X Weekly	30 min
	031 SW Consult	09/07/2021	06/24/2022	Yes	Per Session Charge	Individual	1 X Monthly	1 hrs
Total Cost for								\$59,366.00

Student	Program Code	Start	End	Active	Billing Method	Time	Annual FTE	Cost
4	211.271	12/02/2021	06/24/2022	Yes	FTE (per week)	100%	0.7000	\$37,692.20
	RS Code	Start	End	Active	Billing Method	Ratio	Freq/%	Duration
	011 SW	12/07/2021	06/24/2022	Yes	Per Session Charge	Individual	1 X Weekly	30 min
	031 SW Consult	12/07/2021	06/24/2022	Yes	Per Session Charge	Individual	1 X Monthly	1 hrs
Total Cost for								\$41,556.20

Total Program FTE for Code 211.271: 1.7000
Total Program Cost: \$91,538.20

Total Related Service Cost for 011 SW: \$6,256.00
Total Related Service Cost: \$6,256.00

Total Other Billable Cost for 031 SW Consult: \$3,128.00
Total Other Billable Cost: \$3,128.00

Total Placement Cost: \$100,922.00

Total Program Cost: \$213,588.00

Total Related Service Cost: \$24,816.00

Total Other Billable Cost: \$5,818.00

Total Placement Cost: \$244,222.00

Review each student, program, related service and cost every month.

41,556.20 / .70 = 59,366

Excess Cost Aid Calculator

26

2021-22 Estimated Excess Cost Aid Calculator for Students with Disabilities

ENTER 6-DIGIT BEDS CODE HERE (Don't know it? Click on the "BEDS Code List" tab)

01

Use this as a guide to communicating with SPED

Instructions: Enter your District BEDS Code above. For each eligible student, enter the Name, Annualized Tuition and FTE in the appropriate columns. The High Cost Aid will automatically calculate and total below.

Update as you review the monthly BOCES bill

PUBLIC HIGH COST AID

Deduction \$ 47,088

Public Excess Cost Aid Ratio 0.635

STUDENT	ANNUALIZED TUITION	FTE	DEDUCTION	Excess Cost	AID RATIO	Aidable Cost	PUBLIC HIGH COST AID
Student 1	71,794	0.70	\$ 47,088	\$ 24,706	0.635	15,688.31	10,981.82
Student 2	93,044	1.00	\$ 47,088	\$ 45,956	0.635	29,182.06	29,182.06
Student 3	59,366	1.00	\$ 47,088	\$ 12,278	0.635	7,796.53	7,796.53
Student 4	59,366	0.70	\$ 47,088	\$ 12,278	0.635	7,796.53	5,457.57
Total	211,776	2.70					42,436.16

Estimated Aid under 2021-22 Enacted Budget

\$ 270,193

<https://www.questar.org/services/financial/stac/resources/>

Complete Gray Box

Tips for Success to Maximize State Aid on BOCES Placements

27

- ❑ Report Annualized Cost
- ❑ Review costs in the year that the child is being educated
- ❑ Ensure IEPs are accurate and up to date
- ❑ Communicate changes to your BOCES timely
- ❑ Have a review process
 - ❑ Make sure a second person checks the math – we see a lot of aid lost by not claiming/calculating properly
- ❑ Make sure everyone knows that BOCES special education services are not BOCES aidable!
 - ❑ They can generate Excess Cost Aid, if the children are properly STAC'd





28

Digging into Building Aid

New Building Aid Template Available on our Website under Resources and State Aid

Resources

State Aid Planning

About Us

Contact Us

Guidebooks

News

Resources

STAC Service

Webinars

Webinar Recordings

Workshops

SAP on Twitter

State Aid Planning
Retweeted



Gladys I. Cruz
@GladysICruz

This week, Central Office staff volunteered to assist in short-staffed areas within our #BOCES. Thank you to our office staff for their generosity in supporting our students and colleagues and to our school staff for their warmth and hospitality. #BOCESConnects



Dec 16, 2021



State Aid Planning
@QIIIISAP

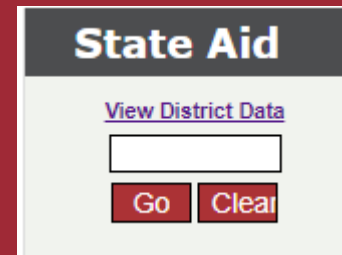
Just a reminder that we have a KNOWLEDGE CAFE today at 9 am! 📌The topics are: SBO Calendar for January 2022, Kathy's Corner, Updates for Tax Cap Calculation, Tips on Reviewing Monthly Financial Reports, & Suggestions on How to Budget for State Aid & Salaries.

State Aid	BOCES	Office / Planning / Budget	Other
State Aid Projections (2017-18 through 2021-22)			April 2021
Multi-Year Comparison of State Aid Factors (2017-18 through 2021-22)			April 2021
Multi-Year Comparison of State Aid Factors Companion Document (2017-18 through 2021-22)			-
2021-22 Executive Budget Proposal Summary			February 2021
Tool to Review Proposed 2021-22 Services Aid Breakout			January 2021
2021-22 Enacted Budget Summary			April 2021
2020-21 Enacted Budget Summary			April 2020
2021-22 Executive Budget Summary			January 2021
2020-21 Executive Budget Proposal Summary			January 2020
State Aid Reconciliation			November 2021
Payment Schedule Chart			March 2021
Building Aid			
Building Aid Reconciliation			December 2021
Potential Building Aid Template Instructions			November 2021
Potential Building Aid Template			November 2021

Building Aid Information

30




Available under **stateaid.nysed.gov** then enter district's name in the corner



The screenshot shows a web interface titled "State Aid". Below the title is a link "View District Data". Underneath the link is a text input box. At the bottom of the input area are two buttons: "Go" and "Clear".

The color below matches where information on the template that we will be discussing today comes from

IMPORTANT INFORMATION ABOUT BUILDING AID

- [2021-22 Aidable Debt Service for projects with debt still outstanding as of 7-1-2002](#) 
The above Retro Bond Information link temporarily will redirect users to the 2018-19 BOND LEVEL INFORMATION until the 2019-20 BOND LEVEL INFORMATION page is available.
 - [State Aid Building Project Status Report \(SA777\)](#)
 - [District Level Prospective Projects Information](#) 
 - [District Level Assumed Amortization Capital Outlay Details](#) 
 - [District Level EXCEL Cover Sheet](#)
-

Building Aid Output Reports

31

review these reports periodically during the year.

[2021-2022 - General Formula Aid Output Report \(GEN\)](#)

[2021-2022 - Foundation Aid \(FOUNDATION\)](#)

[2021-2022 - Foundation Aid Pupil Units Based on Students Served in the Year Prior to the Base Year \(FAPU-1\)](#)

[2021-2022 - Foundation Aid Pupil Units Based on Students Served 2 Years Prior to the Base Year \(FAPU-2\)](#)

[2021-2022 - Foundation Aid Pupil Units Based on Students Served in the Base Year \(FAPU\)](#)

[2021-2022 - Charter School Aids for Districts \(CHART\)](#)

[2021-2022 - Attendance Output Report \(ATT\)](#)

[2021-2022 - Building Aid Report \(BLD\)](#)

[2021-2022 - Building Aid Report Estimated \(BLDEST\)](#)

[2021-2022 - Building 10% Aid Report \(BLD10\)](#)

[2021-2022 - Building 10% Aid Report Estimated \(BLD10EST\)](#)

[2021-2022 - Building Aid Output Report \(BLD3\)](#)

[2021-2022 - Building Aid Output Report Estimated \(BLD3-EST\)](#)

[2021-2022 - Building Aid Output Report \(BLD4\)](#)

[2021-2022 - Building Aid Output Report Estimated \(BLD4-EST\)](#)

[2021-2022 - Building Condition Survey \(BCS\)](#)

[2021-2022 - Building Summary Aid Report \(BLD-SBA\)](#)

BLD, BLD10, BLD3, BLD4
calculates 21-22 Building Aid

BLDEST, BLD10EST, BLD3-
EST and BLD4-EST Project
Aid for 22-23

BLD-SBA is a summary of
current year aid

BCS is calculation of
Building Condition Survey
Aid

DISTRICT:

Sample Prospective Project Amortization Report

DATE: 12/13/21

PROJECT NUMBER: 0001-010 PROJECT NAME: JR-SR HIGH SCHOOL
VOTER AUTHORIZATION DATE: 02/06/2007 BLD4

	JULY 2008	INTERIM YEARS	JULY 2022
ASSUMED PAYMENTS:	2	2	2
DEBT SERVICE:	206,150	206,150	206,150
AMORTIZED PRINCIPAL:	2,328,475	CAPITAL OUTLAY:	107,559
CMMSR APP DATE: 05/30/07	DATE CONTRACT SIGNED: 06/22/07	INT RATE: .038750	PPU: 15
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 10/15/2007			

PROJECT NUMBER: 0001-011 PROJECT NAME: JR-SR HIGH SCHOOL
VOTER AUTHORIZATION DATE: 03/04/2008 BLD4

	JULY 2010	INTERIM YEARS	JULY 2024
ASSUMED PAYMENTS:	2	2	2
DEBT SERVICE:	1,338,562	1,338,562	1,338,562
AMORTIZED PRINCIPAL:	15,517,855	CAPITAL OUTLAY:	352,391
CMMSR APP DATE: 06/22/09	DATE CONTRACT SIGNED: 08/20/09	INT RATE: .035000	PPU: 15
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 10/07/2009			

PROJECT NUMBER: 0001-013 PROJECT NAME: JR/SR HIGH SCHOOL
VOTER AUTHORIZATION DATE: 12/20/2011 BLD4 ** CHAPTER 97 **
EARLY AID START APPROVAL DATE: 06/04/2015

	JULY 2014	INTERIM YEARS	JULY 2029
ASSUMED PAYMENTS:	1	2	1
DEBT SERVICE:	394,104	788,208	394,104
AMORTIZED PRINCIPAL:	9,987,539	CAPITAL OUTLAY:	0
CMMSR APP DATE: 02/22/13	DATE CONTRACT SIGNED: 05/08/13	INT RATE: .022500	PPU: 15
FINAL CSC RECEIVE DATE: 07/31/2015		FINAL FCR RECEIVE DATE: 12/28/2015	
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 10/08/2013			

PROJECT NUMBER: 0001-015 PROJECT NAME: JR/SR HIGH SCHOOL
VOTER AUTHORIZATION DATE: 02/04/2020 BLD4 ** CHAPTER 97 **

COMMISSIONER APP DATE: 02/19/2021
DATE CONTRACT SIGNED: 04/06/21 SA-139 RECEIVE DATE: 10/01/2021
FINAL CSC RECEIVE DATE: 00/00/0000 FINAL FCR RECEIVE DATE: 00/00/0000

This is a Chapter 97 project. Chapter 97 projects are those with a Commissioner's Approval Date (CAD) on or after 7/1/11. They are subject to aid start rules included in Chapter 97 of the laws of 2011. Chapter 97 projects will not generate Building Aid or display data on this report until the SA-139, FINAL Certificate of Substantial Completion (CSC) and Final Cost Report all have been received and processed by SED. NOTE: Even if all three documents are received and on file, aid start for Chapter 97 projects may still be deferred if the SA-139 was not received in time to be included in the data file frozen in November of the school year prior to the aid year in which Building Aid could otherwise first start.

Aid hasn't
started yet

PROJECT NUMBER: 0006-007 PROJECT NAME: ELEMENTARY
VOTER AUTHORIZATION DATE: 10/29/2002 BLD3

	JULY 2005	INTERIM YEARS	JULY 2019
ASSUMED PAYMENTS:	2	2	2
DEBT SERVICE:	13,942	13,942	13,942
AMORTIZED PRINCIPAL:	157,472	CAPITAL OUTLAY:	151,543
CMMSR APP DATE: 12/27/02	DATE CONTRACT SIGNED: 01/22/03	INT RATE: .038750	PPU: 15
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 10/14/2005			

PROJECT NUMBER: 0006-008 PROJECT NAME: ELEMENTARY
VOTER AUTHORIZATION DATE: 02/06/2007 BLD4

	JULY 2009	INTERIM YEARS	JULY 2023
ASSUMED PAYMENTS:	2	2	2
DEBT SERVICE:	616,588	616,588	616,588
AMORTIZED PRINCIPAL:	7,086,076	CAPITAL OUTLAY:	343,994
CMMSR APP DATE: 03/07/08	DATE CONTRACT SIGNED: 05/20/08	INT RATE: .036250	PPU: 15
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 02/09/2009			

PROJECT NUMBER: 0006-009 PROJECT NAME: ELEMENTARY
VOTER AUTHORIZATION DATE: 02/06/2007 BLD4

	JULY 2008	INTERIM YEARS	JULY 2022
ASSUMED PAYMENTS:	2	2	2
DEBT SERVICE:	521,964	521,964	521,964
AMORTIZED PRINCIPAL:	5,895,613	CAPITAL OUTLAY:	272,334
CMMSR APP DATE: 05/30/07	DATE CONTRACT SIGNED: 06/22/07	INT RATE: .038750	PPU: 15
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 10/15/2007			

PROJECT NUMBER: 0006-010 PROJECT NAME: ELEMENTARY
VOTER AUTHORIZATION DATE: 03/04/2008 BLD4

	JULY 2010	INTERIM YEARS	JULY 2024
ASSUMED PAYMENTS:	2	2	2
DEBT SERVICE:	11,360	11,360	11,360
AMORTIZED PRINCIPAL:	131,700	CAPITAL OUTLAY:	0
CMMSR APP DATE: 06/22/09	DATE CONTRACT SIGNED: 08/20/09	INT RATE: .035000	PPU: 15
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 10/07/2009			

PROJECT NUMBER: 0006-011 PROJECT NAME: ELEMENTARY
VOTER AUTHORIZATION DATE: 12/20/2011 BLD4 ** CHAPTER 97 **
EARLY AID START APPROVAL DATE: 06/04/2015

	JULY 2014	INTERIM YEARS	JULY 2029
ASSUMED PAYMENTS:	1	2	1
DEBT SERVICE:	330,133	660,266	330,133
AMORTIZED PRINCIPAL:	8,366,358	CAPITAL OUTLAY:	0
CMMSR APP DATE: 02/22/13	DATE CONTRACT SIGNED: 05/08/13	INT RATE: .022500	PPU: 15
FINAL CSC RECEIVE DATE: 07/21/2015 FINAL FCR RECEIVE DATE: 12/28/2015			
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 10/08/2013			

PROJECT NUMBER: 0006-013 PROJECT NAME: ELEMENTARY
VOTER AUTHORIZATION DATE: 02/04/2020 BLD4 ** CHAPTER 97 **

COMMISSIONER APP DATE: 02/19/2021
DATE CONTRACT SIGNED: 04/06/21 SA-139 RECEIVE DATE: 10/01/2021
FINAL CSC RECEIVE DATE: 00/00/0000 FINAL FCR RECEIVE DATE: 00/00/0000

This is a Chapter 97 project. Chapter 97 projects are those with a Commissioner's Approval Date (CAD) on or after 7/1/11. They are subject to aid start rules included in Chapter 97 of the laws of 2011. Chapter 97 projects will not generate Building Aid or display data on this report until the SA-139, FINAL Certificate of Substantial Completion (CSC) and Final Cost Report all have been received and processed by SED. NOTE: Even if all three documents are received and on file, aid start for Chapter 97 projects may still be deferred if the SA-139 was not received in time to be included in the data file frozen in November of the school year prior to the aid year in which Building Aid could otherwise first start.

Aid hasn't
started yet

District Name:

SD

State Aid:

District Code:

Today's Date:

Data as of: 01/04/2022 12:00 AM

This is what this district is getting in 21-22 for Building Aid.

Let's use the template to calculate aid by project and project 22/23 aid.

BUILDING AID OUTPUT REPORT (BLD-SBA)

[Glossary](#)

A. SUMMARY OF AID

1	TOTAL REGULAR BUILDING AID INCLUDING REORGANIZATION INCENTIVE AID, SPECIAL LEGISLATION AND NATIVE AMERICAN AID FOR PROJECTS WITH VOTER APPROVAL PRIOR TO 7/1/1998 - TIER 1	(SUM OF BLD ENTS 36, 43, 44, 48)	0
2	TOTAL REGULAR BUILDING AID INCLUDING REORGANIZATION INCENTIVE AID, SPECIAL LEGISLATION AND NATIVE AMERICAN AID FOR PROJECTS WITH VOTER APPROVAL ON OR AFTER 7/1/1998 BUT PRIOR TO 7/1/2000 - TIER 2	(SUM OF BLD10 ENTS 40, 48, 49, 52)	0
3	TOTAL REGULAR BUILDING AID INCLUDING REORGANIZATION INCENTIVE AID, SPECIAL LEGISLATION AND NATIVE AMERICAN AID FOR PROJECTS WITH VOTER APPROVAL ON OR AFTER 7/1/2000 BUT PRIOR TO 7/1/2005 - TIER 3	(SUM OF BLD3 ENTS 48, 58, 59)	0
4	TOTAL REGULAR BUILDING AID INCLUDING REORGANIZATION INCENTIVE AID AND NATIVE AMERICAN AID FOR PROJECTS WITH VOTER APPROVAL ON OR AFTER 7/1/2005 - TIER 4	(SUM OF BLD4 ENTS 28, 38, 39)	3,940,086
5	(5A) TOTAL BUILDING AID PAYABLE FOR JULY 2021 DEFERRED PROSPECTIVE BUILDING AID		0
	(5B) TOTAL BUILDING AID PAID FOR JULY 2021 DEFERRED PROSPECTIVE BUILDING AID		0
	(5C) BALANCE OF THE BUILDING AID PAYABLE IN 2021-22 FOR THE JULY 2021 DEFERRED PROSPECTIVE BUILDING AID	(ENT 5A - ENT 5B)	0
6	BUILDING CONDITION SURVEY AID	(BCS ENT 11)	16,356

Building Aid Excel Template

36

- Section 1: Fill in the projects generating aid or potentially generating aid, by project #
 - If EPC or eligible for reorganization aid, special coding needed
 - Agree totals to BLD/BLD10/BLD3/BLD4 reports and EST reports
- Section 2: Fill in the Building Aid ratios for each category
- Section 3: Review Aid calculated by category and reconcile to BLD-SBA or State Budget

37

1

Retro Projects
BLD4/BLD4-EST Line 1
Capital Outlay Report
INSERT ROWS ABOVE T

PLEASE DO NOT DELETE

BLD
BLD10
BLD3
BLD4

If subject to
Reorganization
Aid or EPC without
voter approval,
code (*)

[illegible]

PROJECT NUMBER: 0001-010 PROJECT NAME: JR-SR HIGH SCHOOL
VOTER AUTHORIZATION DATE: 02/06/2007 B004

	JULY 2008	INTERIM YEARS	JULY 2022
ASSUMED PAYMENTS:	2	2	2
DEBT SERVICE:	206,150	<u>206,150</u>	<u>206,150</u>
AMORTIZED PRINCIPAL:	2,328,475		107,559
CMMSR APP DATE: 05/30/07		DATE CONTRACT SIGNED: 06/22/07	INT RATE: .038750 PPU: 15
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 10/15/2007			

PROJECT NUMBER: 0001-011 PROJECT NAME: JR-SR HIGH SCHOOL
VOTER AUTHORIZATION DATE: 03/04/2008 BLD4

	JULY 2010	INTERIM YEARS	JULY 2024
ASSUMED PAYMENTS:	2	2	2
DEBT SERVICE:	1,338,562	1,338,562	1,338,562
AMORTIZED PRINCIPAL:	15,517,855	CAPITAL OUTLAY:	352,391
CMMSR APP DATE: 06/22/09	DATE CONTRACT SIGNED: 08/20/09	INT RATE: .035000	PPU: 15
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 10/07/2009			

Review Potential Projects

38

Section for Your District:

Project #	Building Aid Category:	Source:	If subject to Reorganization Aid or EPC without voter approval, code (*)	21/22	22/23	23/24	24/25	29/30
0001-010	BLD4	Prospective Projects		206,150	206,150			
0001-011	BLD4	Prospective Projects		1,338,562	1,338,562	1,338,562	1,338,562	
0001-013	BLD4	Prospective Projects		788,208	788,208	788,208	788,208	
0001-015	BLD4	Prospective Projects						394,104
0006-008	BLD4	Prospective Projects		616,588	616,588	616,588		
0006-009	BLD4	Prospective Projects		521,964	521,964			
0006-010	BLD4	Prospective Projects		11,360	11,360	11,360	11,360	
0006-011	BLD4	Prospective Projects		660,266	660,266	660,266	660,266	330,133
0006-013	BLD4	Prospective Projects						
		Retro Projects						
		BLD4/BLD4-EST Line 1						
		Capital Outlay Report						
		INSERT ROWS ABOVE THIS LINE						
		PLEASE DO NOT DELETE BELOW THIS						
	BLD							
	BLD10							
	BLD3							
	BLD4							

When can Building Aid start?

18 months after CAD + SA-139 filed timely + FCR and CSC done.

CAD + 18 months = 8/19/22, so 22-23 first possible Aid year

PROJECT NUMBER: 0001-015 PROJECT NAME: JR/SR HIGH SCHOOL
VOTER AUTHORIZATION DATE: 02/04/2020 BLD4 ** CHAPTER 97 **

COMMISSIONER APP DATE: 02/19/2021
DATE CONTRACT SIGNED: 04/06/21
FINAL CSC RECEIVE DATE: 00/00/0000

SA-139 RECEIVE DATE: 10/01/2021
FINAL FCR RECEIVE DATE: 00/00/0000

This is a Chapter 97 project. Chapter 97 projects are those with a Commissioner's Approval Date (CAD) on or after 7/1/11. They are subject to aid start rules included in Chapter 97 of the laws of 2011. Chapter 97 projects will not generate Building Aid or display data on this report until the SA-139, FINAL Certificate of Substantial Completion (CSC) and Final Cost Report all have been received and processed by SED. NOTE: Even if all three documents are received and on file, aid start for Chapter 97 projects may still be deferred if the SA-139 was not received in time to be included in the data file frozen in November of the school year prior to the aid year in which Building Aid could otherwise first start.

What is the Estimated Aid for the Potential Projects?

39

A	B	C	D	E	F	G	H	I	J	K
District Name										
			Reset Filter							
1. Select District		2. Reset Filter								
District Name	BEDS Code	Project#	1st Year	Final Year	Pay 1st - Last	Single Pay Amt	SA139 Total Cost	FCR Total Cost	CAD	Pros EPC
		0001-015	2022	2036	2	120,198	3,172,656	0	2/19/2021	
		0006-013	2022	2036	2	108,084	2,870,984	0	2/19/2021	

Tool on Our Website: Available on our website under Resources, State Aid and then under the Building Aid section. Detailed instructions are available there.

This database is as of **11/15/21**. The affect of changes since then are not included here. This database is what is used to determine the Building Aid noted in the Executive Budget under the *Chapter 97 Potential Expense* line.

Section for Your District:

Project #	Building Aid Category:	Source:	If subject to Reorganization Aid or EPC without voter approval, code (*)	21/22	22/23		
0001-010	BLD4	Prospective Projects		206,150	206,150		
0001-011	BLD4	Prospective Projects		1,338,562	1,338,562		
0001-013	BLD4	Prospective Projects		788,208	788,208		
0001-015	BLD4	Prospective Projects			120,198		
0006-008	BLD4	Prospective Projects		616,588	616,588		
0006-009	BLD4	Prospective Projects		521,964	521,964		
0006-010	BLD4	Prospective Projects		11,360	11,360		
0006-011	BLD4	Prospective Projects		660,266	660,266		
0006-013	BLD4	Prospective Projects			216,168		
		Retro Projects					
		BLD4/BLD4-EST Line 1					
		Capital Outlay Report					
INSERT ROWS ABOVE THIS LINE							
				4,143,098	4,479,464	3,414,984	2,798,396
PLEASE DO NOT DELETE BELOW THIS LINE:							
	BLD			-	-	-	-
	BLD10			-	-	-	-
	BLD3			-	-	-	-
	BLD4			4,143,098	4,479,464	3,414,984	2,798,396
				4,143,098	4,479,464	3,414,984	2,798,396

Assume 0001-015
will be done between
1/1/23-6/30/23 so ½
year of aid
(\$120,198 x 1)

Assume 0006-013
will be done by
12/31/22 so full year
of aid (\$108,084 x 2)

DISTRICT CODE:
DISTRICT NAME:





SEE NOTE BELOW

TIER 1: PROJ APPRVD < 7/1/98	
CURRENT AV/RWADA AID RATIO	0.81100
SEL RATIO FOR 20-21 BLDG AID	0.812
TIER 1 SELECTED AID RATIO	0.81200
LEGEND FOR CURR YR BLDG AID	07-08 BLD AR
TIER 2: PROJ APPRVD >= 7/1/98	
INCENTIVE DECIMAL	0.10000
TIER 2 SELECTED AID RATIO	0.91200
TIER 3: PROJ APPRVD >= 7/1/00	
SEL RATIO FOR 99-00 BLDG AID	0.785
LOW INCOME AID RATIO	0.00000
SELECTED RATIO	0.81100
INCENTIVE DECIMAL	0.10000
TIER 3 SELECTED AID RATIO	0.91100
TIER 4: PROJ APPRVD >= 7/1/05	
LOW INCOME AID RATIO	0.00000
SELECTED RATIO	0.81100
N/RC CATEGORY CODE (2003)	3
HNSBAR, IF N/RC CODE < 5	0.04000
INCENTIVE DECIMAL	0.10000
TIER 4 SELECTED AID RATIO	0.95100
BUILDING LEASE EXP (TIERS 1-4)	0
AMORT (RETRO) EXP (TIERS 1-4)	0
AMORT (PROSP) EXP (TIERS 1-4)	4,143,098
AMORT (CAP OUT)EXP (TIERS 1-4)	0
20-21 DEFERRED EXP (TIERS 1-4)	0
19-20 DEFERRED EXP (TIERS 1-4)	0
NYC UNCONFIRMED EXP(TIERS 1-4)	0
REFUND/REFIN EXP AR(TIERS 1-4)	0
REFUND/REFIN EXP100(TIERS 1-4)	0
BUILDING LEASE AID (TIERS 1-4)	0
AMORT (RETRO) AID (TIERS 1-4)	0
AMORT (PROSP) AID (TIERS 1-4)	3,940,086
AMORT (CAP OUT)AID (TIERS 1-4)	0
20-21 DEFERRED AID (TIERS 1-4)	0
19-20 DEFERRED AID (TIERS 1-4)	0
NYC UNCONFIRMED AID(TIERS 1-4)	0
REFUND/REFIN AID (TIERS 1-4)	0
AID DUE TO SPECIAL LEGISLATION	0
AID FOR CAP OUTLAY EXCEPTIONS	0
AID FOR METAL DETECTORS, ETC.	0
AID FOR WATER TESTING	0
EXP FOR BLDG CONDITION SURVEYS	15,000
AID FOR BLDG CONDITION SURVEYS	12,765
CHAPTER 97 POTENTIAL EXP	0
CHAPTER 97 POTENTIAL AID	0
NYC 20-21 AID DEFERED TO 21-22	0
NYC 19-20 AID DEFERED TO 20-21	0
2021-22 REGULAR BUILDING AID	3,952,851
2020-21 REGULAR BUILDING AID	3,915,227

This is the backup page to Building Aid. (Available from stateaid.nysed.gov.)

Chapter 97 Potential Aid is listed here but is NOT included on the Executive Budget Summary Page.

If planning on receiving the aid, you should include in your 22-23 budget projections and include in your tax cap calculation.

	A	B	C	D	E	F	G	H	I
				If subject to Reorganization Aid or EPC without voter approval, code (*)					
2	Project #	Building Aid Category:	Source:		<u>21/22</u>	<u>22/23</u>	<u>23/24</u>	<u>24/25</u>	<u>25/26</u>
1		BLD3			-	-	-	-	-
2		BLD4			4,143,098	4,479,464	3,414,984	2,798,396	1,448,474
3					4,143,098	4,479,464	3,414,984	2,798,396	1,448,474
1	Other:	Water Testing	BLD4 Line 10.5		-	-			
2		Metal Detectors	BLD3 Line 26		-	-			
3		Building Cond Survey	BCS Line 5		19,219				
4									
5	Aid Ratios:				<i>This color means = Subject to change annually</i>				
0		BLD4	Higher of BLD4 Line 19 or Line 15		0.951	0.951	0.951	0.951	0.951
			Higher of BLD4 Line 15 minus Line 16 or						
1		BLD4 (without 10% EPC)	Line 19 minus Line 16		0.851	0.851	0.851	0.851	0.851
2		Other:							
3		Water Testing	Higher of BLD4 Line 13 or 18		0.851	0.851	0.851	0.851	0.851
4		Metal Detectors	BLD3 Line 32			-	-	-	-
5		Building Cond Survey	Higher of BCS Line 6 or Line 7		0.851	0.851	0.851	0.851	0.851
6									
7									
8									
9	Building Aid - Basic:								
4		BLD4			3,940,086	4,259,970	3,247,650	2,661,275	1,377,499
8		BLD4 BCS			16,355	-	-	-	-
9			Should agree with GEN Report Line 7A		3,956,442	4,259,970	3,247,650	2,661,275	1,377,499
0									
7									
8									
9		Total Building Aid	Lines 1 -6 of BLD-SBA		3,956,442	4,259,970	3,247,650	2,661,275	1,377,499
0									
1		Change from previous year ---->				303,529	(1,012,320)	(586,375)	(1,283,776)
2									

Conclusion

43

- ❑ BOCES invoices have a lot of information on them and cover significant charges
 - ▣ Review them monthly
 - ▣ Determine a system for approval of new charges is in place
 - ▣ Review additions during the year to assist in determining the 22-23 budget needs
- ❑ Schedule out your Building Aid for current and following year
 - ▣ Use results to budget Building Aid and preparation of tax cap for 22-23



Maintenance of Equity Exception

Form Due by 2/11/22



44



- Frequently Asked Questions on Federal American Rescue Plan (ARP) Act Maintenance of Equity (MOEquity) Requirements and Process for Local Educational Agencies (LEAs) to Request MOEquity Exceptions (nysed.gov)
- Memo issued January 5, 2022 – *Please review!*
- Maintenance of Equity is an ARPA grant compliance requirement, unless:
 - ▣ District has a total enrollment of less than 1,000 students;
 - ▣ District operates a single school; and/or
 - ▣ District serves all students within each grade span with a single school
- Can ask for waiver for 21-22 and 22-23
 - ▣ Most should be eligible for this waiver
 - ▣ Would be certifying that the district will not implement an aggregate reduction in combined State and Local per-pupil funding (*budgeted*) for the relevant fiscal year(s)

Questions?

45

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:

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