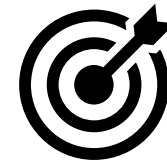


PUTTING STUDENTS FIRST



Knowledge Café June 2022

State Aid and Financial Planning Service

Agenda



2

- SBO Calendar for July 2022
- Kathy's Corner
 - ▣ Are Your Permissions and Passwords Up to Date?
- Claim Forms that can be completed in July
 - ▣ Tips on Getting Them Done!
- Questions and Answers

*Today's
Agenda*

SBO Calendar for July 2022

3

Task	Due Date	Filing Requirement	Notes	Priority
Publish bids for new pupil transportation contracts by July 1st for students with disabilities	7/1/2022	Annually		Required
Review Uniform Guidance for Federal Awards regarding procurement policies and procedures (2 CFR 200.318)	7/1/2022	Annually	Verify documentation and written policies required are in place pursuant to Uniform Grant Guidance for Federal Awards.	Required
Verify that all available recommended financial reports are posted on the district's website if not already completed during the 2021-22 school year	 7/1/2022	Annually	School districts are required to provide the public with transparent and comprehensive financial information. NYS OSC School District Website Transparency Audits led to the recommendation that the following documents should be posted on a school district's website and that the documents be posted in a location that make them easy to find: (1) any interim Budget to Actual Reports, (2) the Internal Audit Report and any related CAPs, and (3) any Multiyear Financial Plans that the Board has not officially adopted.	Recommended Best Practice
Verify that all available required financial reports are posted on the district's website if not already completed during the 2021-22 school year	 7/1/2022	Annually	School districts are required to provide the public with transparent and comprehensive financial information. NYS OSC School District Website Transparency Audits have stated that the following documents are required to be posted on a school district's website and that the documents be posted in a location that makes them easy to find: (1) the Original, Adopted Budget, (2) the Final Annual Budget, (3) the External Audit Report and any related CAPs, (4) any OSC Audit Reports and CAPs, and (5) any Board Adopted Multiyear Financial Plans.	Required



SBO Calendar for July 2022

4

Task	Due Date	Filing Requirement	Notes	Priority
Board Resolutions and Authorizations	7/5/2022	Annually	§1707(1) - for districts without a BoE resolution stating when the Annual Meeting is held (first Tuesday in July for Union free and Central School Districts)	Required
Organizational Meeting - Board of Education	7/5/2022	Annually	§1707(1) - for districts without a BoE resolution stating when the Annual Meeting is held (first Tuesday in July for Union free and Central School Districts)	Required
Conduct total of 2 fire and emergency drills in buildings where summer school is located: 1 drill within 1st week	7/9/2022	Annually		Required
IDEA Section 611 and 619 and 2022-23 applications and MOE eligibility	7/10/2022	Annually	Section 611 and Section 619 are provisions under the Individuals with Disabilities Education Act (IDEA), the nation's special education law. Each district must annually file a Federal Grant application to access the money allocated to it under each section.	Required
Board Resolutions and Authorizations	7/15/2022	Annually	§1707(2) - for districts with a BoE resolution stating when the Annual Meeting is held (within the first 15 days of July for Union Free and Central School Districts)	Required
Organizational Meeting - Board of Education	7/15/2022	Annually	§1707(2) - for districts with a BoE resolution stating when the Annual Meeting is held (within the first 15 days of July for Union Free and Central School Districts)	Required
Assessment Roll Verification	7/13/2022	Annually	Filed through OSC website. Instructions were emailed to districts in late May 2022.	Required
Certify to OSC compliance with tax cap	7/21/2022	Annually	Filed through OSC website.	Required




SBO Calendar for July 2022

5

Task	Due Date	Filing Requirement	Notes	Priority
State Grants - FS-10-F (Final Reports from last school year)	7/30/2022	 Annually	Final expenditure reports for 6/30/2022 year end state and federal grants due 30 days after most state funded projects and 90 days after most federally funded projects end. For certain programs, the SED Program Manager may impose an earlier due date. See the Grant Award Notice to verify the due date.	Required
Billings (transportation, use of facilities, health services, parentally placed non-public etc.)	7/31/2022	 Monthly		Recommended Best Practice
Budget Status Reports to Board of Education including revenue and appropriation status reports	7/31/2022	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


SBO Calendar for July 2022

6

Task	Due Date	Filing Requirement	Notes	Priority
Bureau of Labor Statistics (BLS) Multiple Worksite Report (BLS 3020)	7/31/2022	Quarterly	2nd Quarter 2022. *July 31, 2022 is a Sunday. Generally, if any due date for filing falls on a Saturday, Sunday, or legal holiday, your return should be filed on the next business day. Please check the instructions of the applicable forms to verify correct due date when available.	Required
Cash Flow and Fund Balance - modify assumptions, update, and review for accuracy 	7/31/2022	Monthly		Recommended Best Practice
Complete STAC Reapplications 	7/31/2022	Annually	The SED STAC Unit posts STAC Reapplication Listings on-line. Districts should complete the 2022-23 reapplications for their placements. The listing for students in 10-month public high cost placements is electronic and must be completed on-line.	Recommended Best Practice
Establish petty cash funds authorized by Board of Education	7/31/2022	Annually		Recommended Best Practice
Federal and State Cafeteria Reimbursement Form	7/31/2022	Monthly		Recommended Best Practice
File 941 Payroll Tax Reconciliation/NYS-45 Withholding Reports	7/31/2022	Quarterly	2nd Quarter 2022. *July 31, 2022 is a Sunday. Generally, if any due date for filing falls on a Saturday, Sunday, or legal holiday, your return should be filed on the next business day. Please check the instructions of the applicable forms to verify correct due date when available.	Required
Fixed Asset Inventory - update 	7/31/2022	Annually		Recommended Best Practice



SBO Calendar for July 2022

7

Task	Due Date	Filing Requirement	Notes	Priority
Food Service - bid if applicable (food, kitchenware, paper goods etc.)	7/31/2022	Semi-Annually		Recommended Best Practice
GA-4 Worker's compensation reporting for self-insured plans	7/31/2022	Quarterly	2nd Quarter 2022. *July 31, 2022 is a Sunday. Generally, if any due date for filing falls on a Saturday, Sunday, or legal holiday, your return should be filed on the next business day. Please check the instructions of the applicable forms to verify correct due date when available.	Required
Gather information for State Aid Forms - A, FT, FB, and ST-3 	7/31/2022	Annually	Gather info for State Aid claims (Due September 2, 2022 - EL §3601). Provide copies of Forms A, FT & FB with instructions to all personnel who may not be available during the summer (e.g., CSE chair, pupil personnel, transportation supervisor, etc.). Summarize first and second semester attendance and membership.	Recommended Best Practice
Monthly Profit/Loss Statements for Food Service	7/31/2022	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Payroll Reports – ERS/TRS Payments and Reports	7/31/2022	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	7/31/2022	Monthly		Recommended Best Practice

SBO Calendar for July 2022

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Task	Due Date	Filing Requirement	Notes	Priority
Publish Annual Financial Statement	7/31/2022	Annually	EL §1721 and CR Part 170.2 govern the publication of this report and its contents. Report is to be published in one newspaper published within the district, one newspaper with general circulation within the district or by posting copies in five public places within the district, whichever applies.	Recommended Best Practice
Review BOCES invoices for appropriate services and charges	7/31/2022	Monthly		Recommended Best Practice
Review schedule of debt service payments for the current school year	7/31/2022	Annually		Recommended Best Practice
State and Federal Projects - review for expenditures and revenues. Submit FS-25's request for funds to Grants Finance	7/31/2022	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
Submit STAC forms for all special education students that attend SED Approved Summer Programs	7/31/2022	Annually		Recommended Best Practice
Treasurer's Report	7/31/2022	Monthly	Report on prior month's activities	Required
Treasurer's Report - Extra Classroom Activity Fund	7/31/2022	Quarterly	2nd Quarter 2022	Recommended Best Practice



Topics Covered Last July



9

Uniform Grant Guidance

- Federal rules about how federal funds are supposed to be handled
- If you haven't looked at in a while or ever, now is a great time to do!

What is the SDIV Program All About?

- SDIV = School District Income Verification Program
- Gives you an opportunity to review a listing of properties that people said were part of your district (on their NYS tax return) that ORPTS doesn't agree with and a listing of properties that people said were not part of your district that ORPTS thinks should be. Information will be used to determine your district's income wealth, which is used in various State Aid formulas.

When Should A District do an Assessment Roll Verification?

- Complete the form if your assessment rolls have changed
- Used in determination of Actual Valuation for your district which is also used in various State Aid formulas.

Maintenance of Effort for Section 611/619 Grants

- Overview of what is include in the report and how exclusions are used.



Looking Forward



10

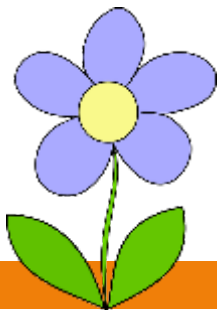




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Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL



Kathy's Corner

12

Getting Ready for the New Year – Updating Key Contacts and Computer Access

- Summer is a good time to review
- Has your district had staffing changes?





Access to SAMS

13

Tip: Make sure SBO, Treasurer and Superintendent all have access, and their passwords are up-to-date

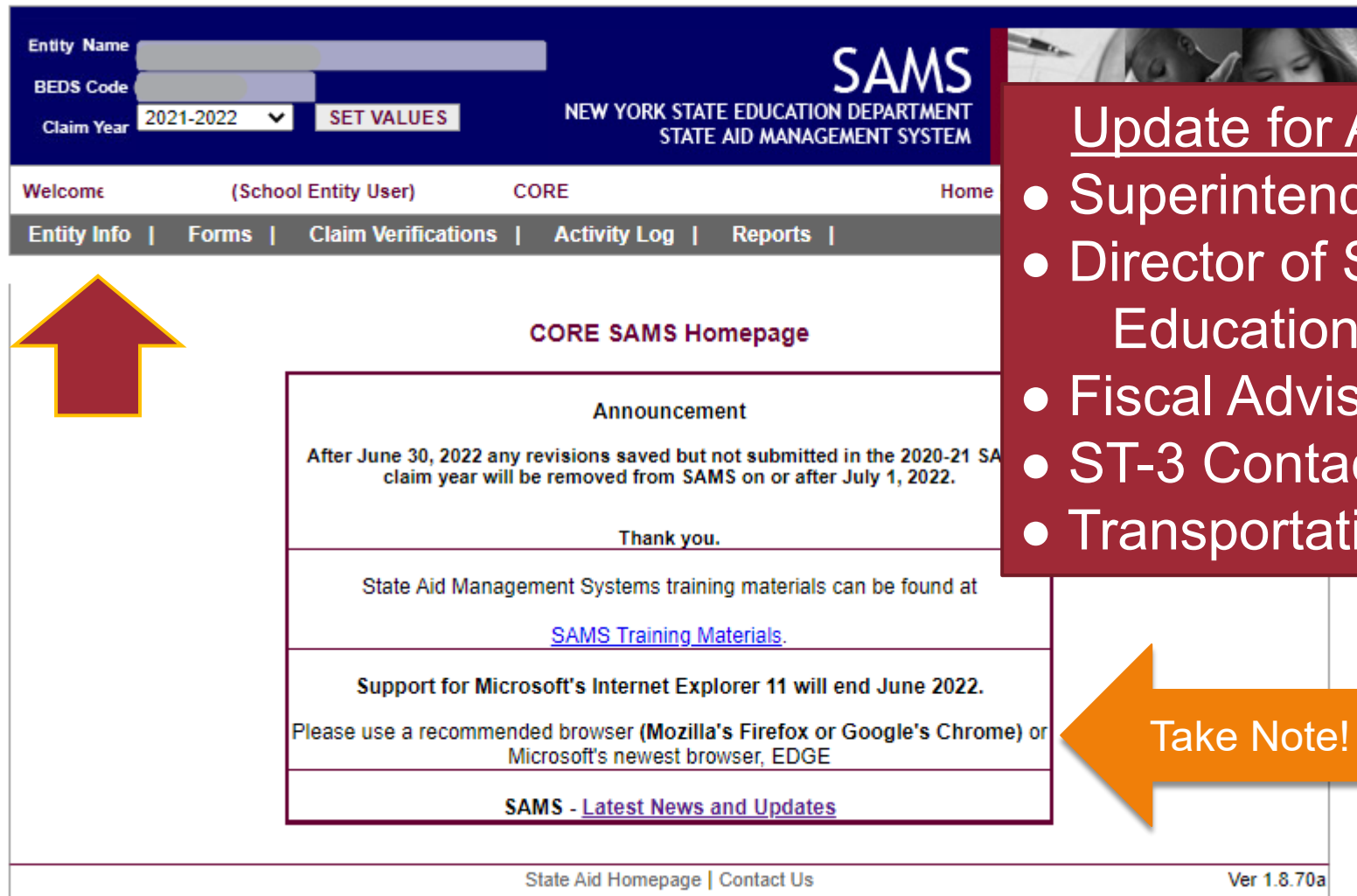
THE SEDDAS USER GUIDE

Complete Instructions on using the SEDDAS Application in the New
York State Education Application Business Portal

[SEDDAS - SED Delegated Account System : NYSED](#)

SAMS Points of Contact

14



Entity Name

BEDS Code

Claim Year

SAMS
NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM

Welcome (School Entity User) CORE Home

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

CORE SAMS Homepage

Announcement

After June 30, 2022 any revisions saved but not submitted in the 2020-21 SA claim year will be removed from SAMS on or after July 1, 2022.

Thank you.

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

Support for Microsoft's Internet Explorer 11 will end June 2022.
Please use a recommended browser (**Mozilla's Firefox** or **Google's Chrome**) or Microsoft's newest browser, **EDGE**

SAMS - [Latest News and Updates](#)

State Aid Homepage | Contact Us

Ver 1.8.70a

Update for Any New:

- Superintendent
- Director of Special Education
- Fiscal Advisor
- ST-3 Contact
- Transportation Contact

Take Note!

OSC Website

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- For Tax Cap Reporting
- **For Verification of Compliance with Tax Cap**
- **For Assessment Roll Verification**

Assessment Roll Verification (ARV) for School Districts

[File Assessment Roll Verification Form](#)

- [Enrollment Instructions \[pdf\]](#)



<https://www.osc.state.ny.us/local-government/required-reporting/assessment-roll-verification-arv-school-districts/>

Real Property Tax Cap and Tax Cap Compliance

File Real Property Tax Cap Form or Tax Cap Compliance Form

- [Enrollment Instructions \[pdf\]](#)

Real Property Tax Cap

- [What is the Real Property Tax Cap?](#)
- [Information for Local Governments](#)
- [Information for School Districts](#)
- [Inflation and Allowable Levy Growth Factors \[pdf\]](#)

Tax Cap Compliance

- [General Information for Filing](#)



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

Please visit our [local official training page](#) to view past webinars and for more information on our upcoming training opportunities.

Contact

Call our Help Line at 1-866-321-8503 or (518) 408-4934:

- Technical issues, account set-up or log-in problems – Select option 1.
- Questions related to completing the Property Tax Cap form – Select option 3.

Email us at LGSAMonitoring@osc.ny.gov

DOB Transparency Reporting

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Don't Wait Until the Last Minute!

Help Desk Contact: dob.sm.helpdesk@budget.ny.gov

1. **Google Chrome.** While the *New York State School Funding Transparency Form* can be completed in all internet browsers, the School Funding Transparency Application has been optimized for Google Chrome. It is recommended users use Google Chrome when completing their district's form.

2. **Accessing the Application.**

a. *Logging in for the first time?* Superintendents accessing the Application for the first time for their district will have a username and temporary password emailed to them upon release of the new reporting cycle. This includes superintendents that have recently begun employment at a new school district. School Business Officials and other district users new to the Application will need to be designated access by their superintendent.

b. *Accessed the Application before?* Superintendents and other users with existing accounts will receive an email with a reminder of their username upon release of the new reporting cycle for the *New York State School Funding Transparency Form*.

3. **Missing Email.** Email communications primarily come from: sft-noreply@budget.ny.gov. Ensure your spam filters permit messages from this email address. If you require assistance, contact your internal IT department.

4. **District Staff Access.** Superintendents must provision other staff members to use the Application and work on the district's *New York State School Funding Transparency Form*. To do so:

1. Log into the application.
2. Select the "Users and Access" menu option on the top right tool bar.
3. Select the "Add User" button.
4. Fill out the user's information.
5. Select the Role(s) the new user should have and click, "Save".

<https://www.budget.ny.gov/schoolFunding/index.html>

Permission to STAC System



Board of Regents | University of the State of New York

STAC

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Index A-Z | Calendar

About NYSED | Program Offices | News Room | Business Portal | Finance & Business | Policy & Guidance

STAC

EFRT Online Sign-in

SED File Transfer Manager
(Google Chrome Only)

School-Age

Pre-school

STAC Online System

Electronic Data
Transfer Options

Forms

Training Materials

Teacher Certification

Contact Us

ListServ

Other Resources

NYSED / STAC / Home

Welcome to the STAC Unit (System to Track and Account for Children)

! STAC ADVISORY: Continuing COVID-19 Impacts

In response to the COVID-19 public health emergency, the STAC/Medicaid Unit is currently limiting the number of people working from the office at any given time. Individuals in need of assistance are advised **not to call the office**. All communication should be sent to the STAC Unit's main mailbox at OMSSTAC@nysed.gov, or emailed directly to an appropriate staff member. For a listing of staff assignments and relevant contact information, please refer to the unit's [functional directory](#).

Please click [here](#) for information about deadline extensions.

The STAC Unit (System to Track and Account for Children), within the NYS Education Department's STAC and Medicaid Unit, is responsible for processing requests for Commissioner's approval for reimbursement. This includes reimbursement approval for the costs of providing services to preschool and school-age students placed in special education programs. It also includes reimbursement approval for students who have been determined to be homeless or runaway youth and for education services provided to incarcerated youth.

Latest News

12-22-2020

STAC NOTICE: New Preschool Payment Reports Posted to SED File Transfer Manager (FTM)

The NYSED STAC and Medicaid Unit has placed 5 §4410 Preschool Payment Reports in county folders on the [SED File Transfer Manager \(FTM\)](#).

The [Preschool Payment Reports Released to the SED File Transfer Manager \(FTM\)](#) listing has been updated with these Payment Reports, dated **12/21/20**.

Counties will receive an Approved Payment Listing (APL) for each payment, however the other report types listed will only be available when applicable.

Payments will be distributed when funding becomes available.

http://www.oms.nysed.gov/stac/contact_us/form_requests.html

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

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 database. This application is required to obtain a valid User Code and password or 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 the STAC Online System.

AGENCY INFORMATION										
Agency Type: <input checked="" type="checkbox"/> School District <input type="checkbox"/> Private Provider BOCES Special Act District <input type="checkbox"/> Municipality							Job Title			
Name of Above:							State	ZIP(+4)		
12-digit SED (BEDS) Code:							Email			
Name, Title and E-mail address are required for all new users and existing users making a change in access rights.										
NAME							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"/>

Who needs access?

-Superintendent

-SBO

-Treasurer

-PPS

-Support Staff

THIS FORM MUST BE COMPLETED AND SIGNED BY:

- DISTRICT SUPERINTENDENT** (SCHOOL DISTRICT, BOCES, SPECIAL ACT DISTRICT & I.Y. PROGRAM)
- PROGRAM DIRECTOR (PRIVATE PROVIDER)**
- MUNICIPALITY REPRESENTATIVE (COUNTY)**

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)		

Return original form to:

New York State Education Department
 STAC and Medicaid Unit
 89 Washington Avenue, Room 514 EB
 Albany, NY 12234

Attention: Kelly Mason
 Adam Lenhardt



All User Codes 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 Unit of any unauthorized sharing of Usercodes and passwords, so that the STAC Unit can discontinue access to any affected Usercodes and passwords.

http://www.oms.nysed.gov/stac/forms/stac_access_form.pdf

Authorization Form for Access to the SED File Transfer Manager (FTM)

The *SED File Transfer Manager (FTM)* is a web-based system that makes uploading and downloading files easier for both users and administrators. In order to receive important correspondence, all school districts and counties must have at least one active user registered with the *SED FTM*. School districts and counties must utilize the *SED FTM* in order to submit bulk special education reimbursement data to the NYSED STAC Unit.

AGENCY INFORMATION			
Agency Name:		Agency SED (BEDS) Code:	
<input type="text"/>		<input type="text"/>	
Agency Type:		<input type="checkbox"/> County <input type="checkbox"/> School District <input type="checkbox"/> BOCES or RIC	

APPLICANT INFORMATION		AUTHORIZING OFFICIAL INFORMATION	
Applicant Name:		Name:	
<input type="text"/>		<input type="text"/>	
Email Address:		Type of Official:	
<input type="text"/>		<input type="checkbox"/> Superintendent <input type="checkbox"/> Municipality Representative <input type="checkbox"/> Director	
Telephone Number:	Fax Number:	Telephone Number:	Fax Number:
() -	() -	() -	() -
Address		Address	
<input type="text"/>		<input type="text"/>	
This user is being: <input type="checkbox"/> Added <input type="checkbox"/> Deleted			
Applicant's Signature		Authorizing Official's Signature	
Date		Date	

Use Google
Chrome only

Permission
to FTM
System

**Tip: Review
annually to
ensure staff
need access.
Remove staff
who leave
district.**

Once the STAC Unit has received the completed and signed form, an email invitation will be sent to the email address listed in the Applicant Information section above. The email invitation will contain a personalized link to register in the *SED File Transfer Manager*. A copy of the "*SED File Transfer Manager (FTM) Web User Guide*" is available on the STAC Unit website:

http://www.oms.nysed.gov/stac/electronic_data_transfer_options/online_instructions/guide_SEDFTM.pdf

It is the Authorizing Official's responsibility to monitor and ensure that only appropriate users have access to confidential student information on the SED FTM. Please utilize this form to remove access as necessary.

Access to files uploaded to the SED FTM will comply with the requirements of the Federal Family Educational Rights and Privacy Act (20USC§1232-g) and 8NYCRR §200.2(b)(6).

Return to:
New York State Education Department
STAC and Medicaid Unit
89 Washington Avenue – RM 514 West EB
Albany, NY 12234
Attention: Andrew Kitzrow

**Complete for
multiple staff
within your
district:**
-Superintendent
-Business
Administrator
-Secretary
-PPS Director
-PPS Secretary

**Print, Complete
& Mail to SED**

Other Permissions in Business Portal

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My Applications

- Facilities Planning - Fire Safety
- IRS Data Exchange (IDEx)
- Information and Reporting Services Portal (IRSP)
- New York State Student Identification System (NYSSIS)
- PD System
- SED Monitoring and Vendor Performance System
- SSBA Reimbursement
- State Aid Management System (SAMS)

If you don't see the Application, you don't have permission to it!

**ESSA
REPORTING**

**FINANCIAL
SURVEYS**

CLAIMING REIM./ APPLYING

Other Permissions to Consider

22

- ☐ Access to on-line banking
- ☐ Access to NYS sales tax reporting
- ☐ Access to NYS income tax reporting
 - ☐ Access to SAM reporting
 - ☐ Access to SIRS reporting
- ☐ Access to nVision and/or WinCap





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Digging Into Preparing the Claim Forms/ST-3

Tips for Minimizing Your Time and Maximizing Your Efforts

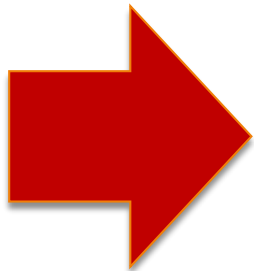
Five Areas to Check in SAMS Before 7/1/22



Make Sure All Revisions Have Been Submitted by June 30, 2022

25

CORE SAMS Homepage



Announcement

After June 30, 2022 any revisions saved but not submitted in the 2020-21 SAMS claim year will be removed from SAMS on or after July 1, 2022.

Thank you.

State Aid Management Systems training materials can be found at

[SAMS Training Materials.](#)

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

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

SAMS - [Latest News and Updates](#)

Official Data:

[Official Data](#)

Revision Data:

[Revision Data](#)

Sandbox Data:

[Sandbox Data](#)

Import Form Data:

[Import Form Data](#)

Print Multiple Forms:

[Print Multiple Forms](#)

Review Your Forms Tree in SAMS (for Claims Year 21-22)

26

Expand All | Collapse All

[-] Core Forms



- + [Form A and Schedules: Clean](#)
- + [180 Days Calendar: Certified](#)
- + [Form FB : Building And Misc.: Clean](#)
- + [Form FT : Transportation: Clean](#)
- + [Form BP : Bus Purchase:](#)
- + [ST-3 Forms and Schedules \(Financial\): Clean](#)
- + [RSU Forms and Schedules: Clean](#)
- + [CPSE Administrative Forms and Schedules Clean](#)
- + [Schedule F6 : Bus Amortization: Clean](#)
- + [Administrative Compensation Information: Clean](#)
- + [Property Tax Report Card: Clean](#)
- + [NYSED Only Form Set:](#)

Expand All | Collapse All

[-] Core Forms



- + [Form A and Schedules: Clean](#)
- + [180 Days Calendar: Certified](#)
- + [Form FB : Building And Misc.: Clean](#)
- + [Form FT : Transportation: Clean](#)
- + [Form BP : Bus Purchase:](#)
- + [ST-3 Forms and Schedules \(Financial\): Clean with Issues](#)
- + [RSU Forms and Schedules: Clean](#)
- + [CPSE Administrative Forms and Schedules Clean](#)
- + [Schedule F6 : Bus Amortization: Clean](#)
- + [Administrative Compensation Information: Clean](#)
- + [Property Tax Report Card: Clean](#)
- + [NYSED Only Form Set:](#)

Is everything “Clean” or “Certified” or are there “Clean with Issues”?

If You Have “Clean with Issues” Run a ST-3 Edit Report

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ST3 Part III Edit Report

Schedule A3

Schedule A4c

Schedule G3

LISTED ABOVE ARE EDIT EXCEPTIONS RELATED TO YOUR DISTRICT'S ST3 FORMSET. PLEASE CORRECT THE DATA SHOWN IN THE EDITS LISTED WHERE POSSIBLE OR PROVIDE AN EXPLANATION FOR EACH REMAINING EXCEPTION. ALL ERRORS MUST BE RESOLVED BEFORE SUBMITTING DATA TO THE STATE EDUCATION DEPARTMENT.

This area is for general comments related to this edit report.

Comment Date:10/22/2021 09:24 AM
Username:
Please see email sent to

central.org on 10/22/2021. Thank you. If you have any additional questions feel free to contact me:

@osc.ny.gov

Save Comments

+ L. SS-1 thru SS-8:

ST-3 Edit Report Clean with Issues

ST-3 Certification Certified

Scroll to the bottom of the form to see what issues need to be resolved. **Resolve them!**

Review RSU Forms and Schedules

28

If you operate your own ESY Special Education Summer Program – Are Forms SS10-SS16 Ready, Clean and Certified?

- ☐ RSU Forms and Schedules: Clean
 - ☐ A. SS-10 thru SS-16:
 - SS-10 Revenues and Administration Expenditures Ready
 - SS-11 Direct Care and Facility Expenditures Ready
 - SS-12 Expenditures in Other Districts Ready
 - SS-13 Personal Services by FTE and Job Code Ready
 - SS-14 Student FTE of Enrollment Ready
 - SS-16 Detail of Administrative, Direct Care and Facility Costs Ready
 - ☐ B. SS-20 thru SS-27:
 - RSU Edit Report Clean
 - RSU Certification Certified
- ☐ CPSE Administrative Forms and Schedules Clean
 - SS-31 Administrative Salary and Employee Benefits Ready
 - SS-32 CPSE Administrative Purchased Services Ready
 - SS-33 CPSE Administrative Equipment Services Ready
 - SS-34 Summary of CPSE Operations Ready
 - CPSE Administrative Edit Report Clean
 - CPSE Administrative Certification Certified

If you have a CPSE Committee – Are Forms SS31-SS34 Ready, Clean and Certified?

Tie Out Fund Balances to Audited Financial Statements from 6/30/21

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Statement A3 - General Fund Analysis of Fund Balance

	Account	DP Code 47	Amount
Fund Balance or (Deficit) July 1, 2021		1	6,739,102
Prior Period Adjustments (See Instructions)		2	
Additions:			
Deductions:			
Add: Revenues (See Instructions A3)			25,348,122
Less: Expenditures and Other Disbursements (See Instructions A3)		9	23,876,114
Rounding Adjustment (Plus or Minus)		10	3
Fund Balance or (Deficit) June 30, 2021	A8029	11	8,211,113

Save yourself time in the end!
Go under Revisions and revise
the 6/30/21 ST-3 for late audit
adjustments not previously
reported and submit by 6/30/22.
Start off the 21-22 reporting year
with fund balances that agree to
your external audit.

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CLAIM FORMS

July 2022 To Do List

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1

Don't wait for the 22-23 Claim Forms to be posted!

2

Do go under "Forms" and print out blank forms from the 21-22 Claim Year

3

Do go under *Help* function and print out the Help guidance for each section you want to assign to others

Entity Name
BEDS Code
Claim Year

SAMS

NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM



Welcome (School Entity User)

Home | Issues | **Help** | Logout

Entity Info | **Forms** | Claim Verifications

Select Data Area:

Official
Official
Print Blank
Print Legacy
Print Reference Keys
Revision
Sandbox

Official Data
Revision Data
Sandbox Data
Import Form Data
Print Multiple Forms

Reports |

Page

State Aid Management System (SAMS) Help 2021-22

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Printing a Help Topic

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- Getting Started
- SAMS Table of Contents
- Getting and Using Help
 - About Context-sensitive Help
 - Accessing Help
 - File Import Specs
 - Printing a Help Topic**
- Selecting an Entity to Work With
 - Selecting an Entity
 - Reviewing and Updating the Entity Information Screen

Printing a Help Topic

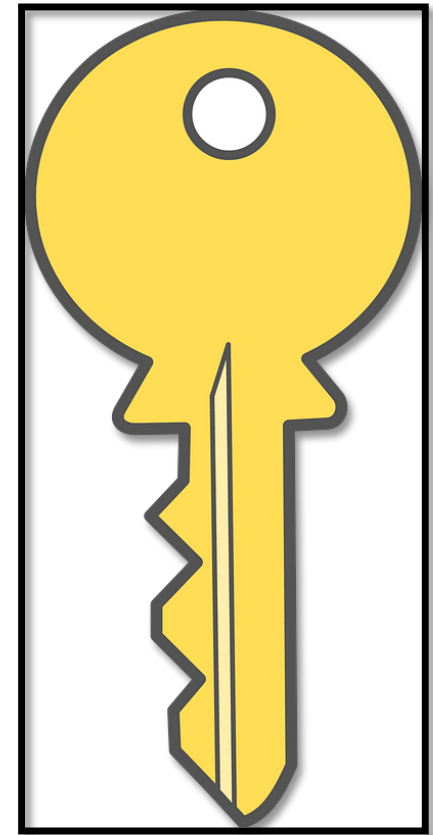
1. From the File menu of the help window, click **Print**. A new print options window will open.
2. Set the printing options you want and click the **Print** button.

Note: If everything displayed in the help window prints, including the frame on the left that contains the Contents tab, then change your printing options. Under the Options tab in the print options window, select the option to print '**Only the selected frame**'; and left-click the mouse on the topic you want to print before printing it.

Key Players in Claim Forms

33

- ❑ SBO
- ❑ Treasurer
- ❑ Special Education Director
- ❑ Transportation Supervisor
- ❑ Student Attendance Data Collector
- ❑ Facility Director
- ❑ Payroll and A/P Staff



Form A - Pupil Data 2021-22 Claim Aid Year	2019-20 School Year from SED File	2020-21 School Year (Actual) EDP Form #10	2021-22 School Year (Projected) EDP Form #38
--	--------------------------------------	--	--

Part I: Regular Day School Enrollment and Attendance**A: Enrollment**

- 1a. 1/2 Day K UNWTD Enrollment
- 1b. Full Day K Enrollment
- 1c. The year the District first offered a full-day Kindergarten program to all students
- 1d. If your District plans to first offer a full-day Kindergarten program to all students in 2021-22 school year, enter "2021" in entry 1d. If not, leave blank.
- 1e. If your District plans to first offer a full-day Kindergarten program to all students in 2022-23 school year, enter "2022" in entry 1e. If not, leave blank.
2. Grades 1-3 Enrollment
3. Grades 4-6 Enrollment
4. Grades 7-12 Enrollment
5. Calculated Enrollment (Includes the resident enrollment in lines 1a. through 4 above plus enrollment for resident students in charter schools, enrollment for resident students with disabilities educated full time in BOCES, enrollment for students in Equivalent Attendance programs and enrollment for Homebound/Hospitalized resident students educated at district expense.)

Form A is Where Attendance Data is Provided

- Meet with those that track attendance
- Discuss the increasing importance of accuracy
 - Review categories of children that should be reported
- Provide a copy of the blank forms
- Provide a copy of last year's completed forms
- Print out the *Help* function instructions
- Have them complete the form like you do the DOB Transparency report – if zero, have them fill in zero so you know the line has been completed!

Semester 1:	Possible Aggregate Attendance	Aggregate Attendance	Adjusted Aggregate Attendance	Actual Session (NOTES 1 & 2)	Net Session	ADA (Adj. Aggregate Attendance/ Net Session)	Unadj. ADA (Aggregate Attendance/ Actual Session)	Poss. Aggregate Attendance/Actual Session (NOTE 3)
1. A.M. Kdg.								
2. P.M. Kdg.	ADM	ADA						
3. Full Day Kdg.								
4. Grade 1								
5. Grade 2								
6. Grade 3								
Sub-Total								
7. Full Kdg.-3								
8. Grade 4								
9. Grade 5								
10. Grade 6								
Sub-Total								
11. Grades 4-6								
12. Grade 7								
13. Grade 8								
Sub-Total								
14. Grades 7-8								
15. Grade 9								
16. Grade 10								
17. Grade 11								
18. Grade 12								
Sub-Total								
19. Grades 9-12								

Recommendation:

Take the time to make sure the Data Gather fully understands what is included in:

ADM – Average Daily Membership

ADA – Average Daily Attendance

Definitions on the following three slides

Average Daily Membership (ADM)

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Average Daily Membership (ADM) is equal to the sum of:

- **Possible aggregate attendance of students in kindergarten through grade 12 (or equivalent ungraded programs), which is the total of the number of enrolled students that could have attended school on all days of session divided by the number of days of session;**
- Possible aggregate attendance of **non-resident students** (in-state and out-of-state) attending the district full time, but not resident students enrolled full time in another district;
- Possible aggregate attendance of **Native American** students that are residents of any portion of a **reservation** located wholly or partially in New York State;
- Possible aggregate attendance of students living on **federally owned land or property;**

Average Daily Membership (ADM) (*con't*)

37

- Possible aggregate attendance of students receiving **home or hospital instruction** (not home-schooled students, including students receiving instruction through a two-way telephone communication system);
- Full-time-equivalent enrollment of resident pupils attending a **charter school**;
- **Full time** equivalent enrollment of pupils with disabilities in **BOCES** programs;
- **Equivalent attendance** of students under the age of 21, not on a regular day school register in programs leading to a high school diploma or high school equivalency diploma; and
- Average daily attendance of **dual enrolled** nonpublic school students in career education, gifted and talented, and special education programs of the public school district as authorized by NYSEL §3602-c. Attendance is weighted by the fraction of the school day that the student is enrolled in the public-school programs. Dual enrolled students with disabilities are further weighted at 1.41.

Average Daily Attendance (ADA)

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Definition:

The average number of pupils present on each regular school day, an average determined by dividing the aggregate number of attendance days of all pupils by the number of days school was in session.

ADA for a group of classes or schools in session for varying numbers of days is obtained by adding together the ADA for each.

Adjustments are made for the adverse effects of religious holidays on enrollment.

ADA includes the equivalent attendance of pupils under the age of 21 not on a regular day-school register in a program leading to a high school diploma or high school equivalency diploma, the base year FTE enrollment of pupils with disabilities enrolled full time in BOCES, and the FTE of resident pupils attending charter schools within or outside the district.

2019-20 Total

2020-21 Total

2021-22 Total

Part III: Full-Time-Equivalent Enrollment (FTE) of Students with Disabilities

Note: Full-Time-Equivalent (FTE) Enrollments should be computed using the "FTE Calculator" on the State Aid Internet site at <http://stateaid.nysed.gov/ftcalc/calcfte.htm>

A: District Operated Programs - Resident (60% or more of the school day)

19.	K-3 FTE		
20.	4-6 FTE		
21.	7-12 FTE		

B: District Operated Programs - Non-Resident (60% or more of the school day)

22.	K-3 FTE		
23.	4-6 FTE		
24.	7-12 FTE		

C: BOCES Operated Programs-Resident (60% or more of the school day)

25.	K-3 FTE		
26.	4-6 FTE		
27.	7-12 FTE		

D: Other School District Programs - Resident (60% or more of the school day)

28.	K-3 FTE		
29.	4-6 FTE		
30.	7-12 FTE		

Form A: Attendance Data Entry

2021-2022 Claim Year - Page 3
Official - as of**E: District Operated Programs - Resident (20% of the week)**

31.	K-3 FTE		
32.	4-6 FTE		
33.	7-12 FTE		

F: District Operated Programs - Non-Resident (20% of the week)

34.	K-3 FTE		
35.	4-6 FTE		
36.	7-12 FTE		

This information can be gathered now too.

Remember what is reported here is the weighting that some children generate which improves your student count and increases your aid ratios.

You want to generate the aid for your own children and at least held even for those that you bill for (and discount the State Aid generated)

2020-21 TOTAL FTE (ENTRIES 19 - 54) (ACTUAL)

Enter the full-time-equivalent enrollment (FTE) during 2020-21 of

- students with disabilities in the grade grouping (K-3, 4-6 or 7-12),
- school of placement (district operated, BOCES or other public school),
- residency status (resident or nonresident) and
- intensity of special education service provided
 - 60% of the school day,
 - 20% of the school week or
 - consultant teacher for 2 hours per week,
 - except that the committee on special education may recommend that a student with a disability who also needs resource room services in addition to consultant teacher services, may receive a combination of such services consistent with the student's IEP for not less than three hours each week as indicated in the specific entry title.

Note that for students with disabilities enrolled in a period-based program in grades 4-12,

- 20% of the school week may be interpreted as 5 periods but not less than 180 minutes of instruction per week except
- that the committee on special education may recommend that a student with a disability who also needs consultant teacher services in addition to resource room services, may receive a combination of such services consistent with the student's IEP for not less than three hours each week.

2020-21 TOTAL FTE (ENTRIES 19 - 54) (ACTUAL) (con't)

Do not include enrollment of students in dual enrollment status from

- a nonpublic school,
 - in a charter school,
 - in a private school under a 4402 or 4407 contract (private school 4405 students),
 - in a state operated school for the blind or deaf (Rome or Batavia 4405 students),
 - in a state supported school for the blind or deaf,
 - in a special act school district, or
 - enrollment of students eligible for aid pursuant to Education Law 3202(5) (Chapters 47, 66 and 721 - OPWDD students) or
 - nonresident homeless or runaway homeless students eligible for aid pursuant to Education Law 3202(8) or
 - students claimed for Incarcerated Youth Aid pursuant to Education Law 3602(13).
-
- Sum all individual enrollments applicable to each entry and carry the sum to two decimal places without rounding.
 - Students in ungraded classes should be counted as grades K-3 if under 9 years of age, as grades 4-6 if ages 9 through 12 and as grades 7-12 if 13 years old or older as of September 1, 2020.
 - (Used to calculate total wealth pupil units, total aidable pupil units for expense and Public Excess Cost Aid.)

Schedule N –

Security Cameras, Metal Detectors and Other Safety Equipment

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- ❑ No changes in funding for 21-22 so Claim Form shouldn't change.
- ❑ Talk to your *Facilities Director* to determine quantities purchased in 21-22 & planned for in 22-23.
 - ▣ Form FB – for 22-23 Projection:

140. Expenditures for Purchase and Installation of Stationary Metal Detectors, Security Cameras and Safety Devices.

0 0

Note: To apply for 2021-22 aid for these items please refer to Form FB, Schedule N. Regarding the projected expense above, please read the memo in attached link for further instructions. See detailed instructions in the help file.

<http://emsc32.nysed.gov/facplan/SecurityCameraMCA051711.html>

For information on the NYSAFE Act and its impact on school district building aid, please refer to the memo in the following link:

https://stateaid.nysed.gov/build/html_docs/nysafe+3602.6-c.htm

- ❑ Have A/P pull invoices for you.

Schedule N: Security Cameras, Metal Detectors And Other Safety Equipment

Notes:

- The total security camera expense claimed on this form cannot exceed \$35,000. For additional information: <http://emsc32.nysed.gov/facplan/SecurityCameraMCA051711.html>
- For information on NYSAFE Act please refer to the two memos below:
 - https://stateaid.nysed.gov/build/html_docs/nysafe_3602.6-c.htm
 - <http://www.p12.nysed.gov/facplan/documents/NYSAFEActImplementation.pdf>
- Do not claim expenses on this form that were/are included in any capital project.
- Please retain purchase orders and invoices for claimed expenses. The State Aid Office or the Office of Facilities Planning may request documentation of these purchases in the future.
- Only enter claims for which date of purchase (invoice date) was on or after July 1, 2020 and including but not later than June 30, 2021.
- For current 2021-22 aid, 2020-21 expenditure claims should be submitted to SED no later than June 30, 2022.
- Portable or hand held metal detectors are not eligible for aid.
- Do not claim expenses for school bus cameras on this form.
Only security cameras installed in school buildings should be claimed on this form.


Schedule N - Security Cameras, Metal Detectors And Other Safety Equipment 2021-22 Claim Year

2020-21 School Year

1. Security Cameras

- Number of Units Purchased and Installed
- Total Purchase and Installation Expense
- Maximum Allowable Cost (# units X \$2,000)
- Aidable Expense (Lesser of total expense or maximum allowable)

Comment:



Pencil in the information in anticipation of the new claim forms.

0
0

2. Metal Detectors

- Number of Units Purchased and Installed
- Total Purchase and Installation Expense
- Maximum Allowable Cost (# units X \$6,000)
- Aidable Expense (Lesser of total expense or maximum allowable cost)

Comment:

0
0

4. Electronic Security Systems

a. Number of entrances for which units were purchased and installed

b. Total purchase and installation expense

c. Maximum allowable cost (#units x \$10,000)

d. Are these items included in school district safety plan?

Please provide the name and license number of the NYS Registered Architect or Licensed

e. Professional Engineer that reviewed and approved the design and installation of the SAFE work as compliant with the current building code and reference standards:

(Note: If either the name or license number is not provided, the expense will not generate aid.

Please contact the Office of Facilities Planning at 518-474-3906 if you have questions about this requirement)

f. Aidable expense (Lesser of total expenses or maximum allowable cost)

Comment:

5. Exterior Hardened Doors

a. Number of exterior doors hardened (single door = 1, double door = 2)

b. Total purchase and installation expense

c. Maximum allowable cost (#units x \$5,000)

d. Are these items included in school district safety plan?

Please provide the name and license number of the NYS Registered Architect or Licensed

e. Professional Engineer that reviewed and approved the design and installation of the SAFE work as compliant with the current building code and reference standards:

(Note: If either the name or license number is not provided, the expense will not generate aid.

Please contact the Office of Facilities Planning at 518-474-3906 if you have questions about this requirement)

f. Aidable expense (Lesser of total expenses or maximum allowable cost)

Comment:

6. Interior Hardened Doors

a. Number of interior doors hardened

b. Total purchase and installation expense

c. Maximum allowable cost (#units x \$1,000)

d. Are these items included in school district safety plan?

Please provide the name and license number of the NYS Registered Architect or Licensed

e. Professional Engineer that reviewed and approved the design and installation of the SAFE work as compliant with the current building code and reference standards:

(Note: If either the name or license number is not provided, the expense will not generate aid.

Please contact the Office of Facilities Planning at 518-474-3906 if you have questions about this requirement)

f. Aidable expense (Lesser of total expenses or maximum allowable cost)

Comment:

Total Aidable Expense for Purchases and Installation of Security Cameras, Stationary Metal Detectors, Safety Devices for Electronic Security Systems, Exterior Hardened Doors and Interior Hardened Doors (Schedule N lines 1d+2d+4f+5f+6f)

Note: See Line 45 on the BLD3 output report for aid calculation.

Name:

License #:

Name:

License #:

Name:

License #:

(Form FB, #140)

Form FT - Transportation Data 2021-22 Claim
Year2019-20 School Year
SED File (Prior)2020-21 School
Year EDP Form
#10 (Actual)2021-22 School
Year EDP Form
#38 (Projected)

Part X. Transportation Expenditures

110a. Nonallowable Pupil Decimal

(from SED or NPD
worksheets)110b. Enter the Date of the First Day of School that
students attended (in MM/DD/YYYY format)

Note school year above each column

111. District Owned Bus Mileage - Regular Routes

District Owned Bus Mileage - For Buses

112. Leased or Contracted to Others for
Transportation (Not Education Law 1709(25)
(h))

District Owned Bus Mileage - For Buses

113. Leased or Contracted to Others for Non-
Resident Preschool or DFY (Education Law
1709(25)(h))

114. District Owned Bus Mileage - 4408 Summer

District Owned Bus Mileage - Other Purposes

115a. (Excluding Regular District Operated Summer
School)115b. District Owned Bus Mileage - Regular District
Operated Summer School (Excluding 4408
and BOCES Operated)116a. Does your district use computerized routing
software for either district owned
transportation or contracted pupil
transportation?116b. If yes to entry 116a above, enter the vendor
name and the software program name in the
fields below.

Vendor Name:

Software Program Name:

Transportation
Supervisor should be
able to provide this
information.

Provide them with:
-Blank form for 21-22
information
-Copy of last year's
completed form
-Printout of the *Help*
function for this section

Calculate Employee Benefits for Transportation Staff

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Form FT - Transportation Data 2021-22 Claim

2019-20 School Year
SED File (Prior)

2020-21 School
Year EDP Form
#10 (Actual)

2021-22 School
Year EDP Form
#38 (Projected)

117. Employee Benefits for Transportation
Employees (Not Supervisor's Office)
118. Employee Benefits - Transportation
Supervisor's Office

174. Salaries Paid to Assistant Drivers (Monitors, Aides,
and Escorts not required by IEP) on Buses
Transporting Non-disabled Pupils
175. Employee Benefits Paid to Assistant Drivers
(Monitors, Aides, and Escorts not required by IEP)
on Buses Transporting Non-disabled Pupils

Work with your Payroll Staff to determine which Transportation employees have health insurance and have them provide total fringe benefit costs (HI, ERS, WC, UE, etc.) (but remember that only individual health plan is aidable for calculation). PPS can provide names for Line 174 which Payroll can use to determine amounts.

Review 22-23 Budget for Planned Transportation Equipment Purchases

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

164. Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Buses/Vehicles With Purchase Order Date Between 7/1/21 and 12/31/21, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.
165. Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Buses/Vehicles With Purchase Order Date Between 1/1/22 AND 6/30/22, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.
166. Total Cost (Not Annual Payment) of All New Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 7/1/21 and 12/31/21.
167. Total Cost (Not Annual Payment) of All New Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 1/1/22 and 6/30/22.

Report Planned Purchases for 22-23

Transportation Schedules

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Schedule G – Transportation Equipment

Schedule H – Transportation Supplies and Materials

Schedule I – Contractual Transportation Expenses for District Operated Programs

- ✓ Run detail of expenditures for the related account codes
- ✓ Have A/P pull the invoices for the expenditures charged to each account
- ✓ Review invoices, verify coding and revise if necessary
- ✓ Pencil in the expenditures on the appropriate lines of the Claim Forms
- ✓ Review Allowable/Non-Allowable list of Transportation Expenses for any questions

Schedule G: Transportation Equipment

NOTES:

- Do not include vehicles on this Schedule.
- Do not include expenditures for any of the items included in the Non-aidable section of the List of Aidable and Non-aidable anywhere on this schedule. Only include expenditures for aidable items on this form.
- Only vehicles used for pupil transportation and claimed on Form BP are eligible for Transportation Aid. Motorized vehicles other than school buses (e.g. pickup trucks, tractors, riding lawn mowers, driver education cars) are not eligible for Transportation Aid.

[List of Aidable and Non-aidable Items](#)



The Office of Educational Management Services and /or the State Aid Office will be contacting selected districts to clarify / verify expenditures claimed below. Districts must retain and make available upon request substantiating documentation for all claimed expenditures.

SCH G Item

ST3 A5510.2 OR A5530.2
Only

Cost

- | SCH G | Item | ST3 A5510.2 OR A5530.2 Only | Cost |
|-------|---|-----------------------------|------|
| 1. | Air compressor | | |
| 2. | Air lift jack (in ground is not aidable) | | |
| 3. | Answering machine | | |
| 4. | Antifreeze recycling machine | | |
| 5. | Asbestos brake cleaner system | | |
| 6. | Base radio station | | |
| 7. | Bead seater | | |
| 8. | Brake lining machines | | |
| 9. | Buffer/polisher | | |
| 10. | Bus lift for garage (above ground only; in-ground lifts are not aidable) | | |
| 11. | Bus washing and waxing machines (portable machines are aidable; not aidable if permanently affixed to bus garage) | | |
| 12. | Cameras (video) (on district owned buses) | | |
| 13. | Chain hoists | | |
| 14. | Combustible cabinet | | |
| 15. | Computer hardware | | |
| 16. | Computer hardware upgrades | | |
| 17. | Computers (initial purchase) | | |
| 18. | Diagnostic scanner (a computer that determines what is wrong with a bus) | | |

Schedule G

NOTES:

- Do not include expense for any of the items included in the Non-aidable section of the List of Aidable and Non-aidable anywhere on this schedule. Only include expenditures for aidable items on this form.
- Do not include supplies and materials for vehicles not used for pupil transportation.
- If claiming miscellaneous Materials & Supplies please provide a specific description of the expenditure that can be identified as an aidable expenditure by State Aid staff

[List of Aidable and Non-aidable Items](#)

Schedule H

The Office of Educational Management Services and /or the State Aid Office will be contacting selected districts to clarify / verify expenditures claimed below. Districts must retain and make available upon request substantiating documentation for all claimed expenditures.

SCH HItem	ST3 A5510.45 or A5530.45 Only	Cost
1. Fuel		
2. Oil and Other Lubricants and Fluids, automotive (i.e. Antifreeze, Windshield Wash, Diesel Fuel Additives or Exhaust Fluid, etc.)		
3. Bus and Automotive Parts and Supplies for vehicles assigned to regular routes. (Parts for other transportation department vehicles are not to be claimed here but should be claimed as an operating expense.)		
4. Tires		
5. Garage Supplies		
6. Transportation Office Supplies and Forms		
7. Cleaning Supplies		
8. Custodial Supplies		
9. Welding Supplies		
10. Equipment Parts (parts for the repair of existing equipment)		
11. Small Tools		
12. Meeting & Training Materials		
13. Union contracted Aidable staff allowances (uniforms, clothing, shoe, tool allowance, safety equipment)		
14. Onboard Computers - including software training		
15. Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		

Schedule I: Contractual Transportation Expenses

For District-Operated Programs

2021-2022 Claim Year - Page 1

Official - as of

NOTES:

- Do not include expenditures for any of the items included in the Non-aidable section of the List of Aidable and Non-aidable anywhere on this schedule. Only include expenditures for aidable items on this form.
- Do not claim pupil transportation contracts on this schedule. Any private, contract, or shared service pupil transportation must receive approval from the Pupil Transportation Unit. Do not claim any field trip or athletic transportation expenditures, any legal fees, bond or ban costs, and/or penalties.
- Do not include bus or garage lease claims on this form. Bus and garage leases are amortized based on the approval from the Office of Educational Management Services, Pupil Transportation Unit.
- Do not claim BOCES-provided student transportation contract expenditures on this Schedule (student transportation contracts, including BOCES, should be reported on Form FT Schedule J).

[List of Aidable and Non-aidable Items](#)**Schedule I**

Contact The Office of Educational Management Services, Pupil Transportation Unit regarding Bus Lease and Garage Rental approval requirements at phone (518) 474-6541 or by email at Transportation@nysed.gov.

The Office of Educational Management Services and /or the State Aid Office will be contacting selected districts to clarify / verify contractual expenditures claimed below. Districts must retain and make available upon request substantiating documentation for all claimed expenditures.

SCH I Item
**ST3 A5510.4,
A5510.49 OR A5530.4 Cost
Only**

1.	Utilities (Heat, Lights, Electricity, Phones, Public Water & Public Sewer, etc.)		
2.	BOCES Bus Driver Training Services (Activity Code 7131)	A5510.49	
3.	BOCES Bus Maintenance Services (Activity Code 7320)	A5510.49	
4.	Repairs to Buses (Not Maintenance Contracts)		
5.	Garage Repairs (including parts and supplies)		
6.	Insurance on Buses		
7.	Insurance on Garage		
8.	Maintenance Contract (other than BOCES Bus Maintenance Co-Sers).		
9.	GPS (Global Positioning System) on district buses: contractual Expenditure only. (Report associated hardware Expenditure on Schedule G)		

Conclusion

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- There are many parts of the Claim Forms that can be completed in July.
- Many parts can also be delegated to others in the district.
 - ▣ Assuming you give them enough time!
 - ▣ Make sure to explain the importance of what data is being collected.
 - Good information is the first step to maximize your State Aid



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:

07/20/22	01/18/23
08/24/22	02/15/23
09/28/22	03/15/23
10/19/22	04/19/23
11/16/22	05/17/23
12/14/22	06/14/23