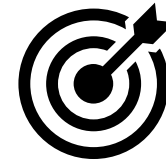# Knowledge Café
June 2024

State Aid and Financial Planning Service

Agenda

- ☐ SBO Calendar for July 2024

- ☐ Kathy's Corner – Getting Ready for the New Year – Updating Contacts and Permissions

- ☐ Update on Federal Grants Uniform Guidance and Other Related Matters

- ☐ Areas to Review as the Year Ends and Next Year Starts

- ☐ Questions and Answers

QUESTAR III

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

July 2024 SBO Calendar

Task	Due Date	Filing Requirement	Notes	Priority
IDEA Section 611 and 619 and 2024-25 applications and MOE eligibility. See: Links to 2024-25 IDEA Application and MOE resources	7/1	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
Publish bids for new pupil transportation contracts by July 1st for students with disabilities	7/1	Annually		Required
Review Uniform Guidance for Federal Awards regarding procurement policies and procedures (2 CFR 200.318)	7/1	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 prior school year	7/1	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 prior school year	7/1	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

July 2024 SBO Calendar

Task	Due Date	Filing Requirement	Notes	Priority
Organizational Meeting - Board of Education & Board Resolutions and Authorizations	7/2	Annually	EL §1707(1) - for Union Free and Central School Districts **without** a BoE resolution stating when the Annual Meeting is held (must be held on the first Tuesday in July unless it is a legal holiday, then it is held on the first Wednesday in July)	Required
Conduct total of two fire and emergency drills in buildings where summer school is located: one drill within 1st week	7/5	Annually		Required
Organizational Meeting - Board of Education & Board Resolutions and Authorizations	7/5	Annually	EL §2504(1) - for City School Districts with a population less than 125,000 **without** a BoE resolution stating when the Annual Meeting is held (must be held in the first week in July)	Required
Organizational Meeting - Board of Education & Board Resolutions and Authorizations	7/15	Annually	EL §1707(2) - for Union Free and Central School Districts **with** a BoE resolution stating when the Annual Meeting is held (must be held within the first 15 days of July) EL §2504(2) - for City School Districts with a	Required
Assessment Roll Verification See: NYS OSC Portal Login	7/17	Annually		
Certify compliance with tax cap in OSC Portal See: NYS OSC Portal Login	7/19	Annually		

Announcements

Coming Soon - Enrollment Application Name Change on 6/11/2024

The name of the Enrollment application will be changing from 'Enrollment' to 'Online Services Identity and Access Management (Enrollment)'. Please make a note this change will be going live on 6/11/2024. Thank you!

July 2024 SBO Calendar

Task	Due Date	Filing Requirement	Notes	Priority
State Grants - FS-10-F (Final Reports from last school year)	7/30	Annually	Final expenditure reports for 6/30/2024 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	Monthly		Recommended Best Practice
Budget Status Reports to Board of Education including revenue and appropriation status reports See: Budget Status Report Resources	7/31	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 if budget transfers have been made since the last report). The report should include estimated revenues, revenues received to date, and estimated revenues yet to be received, original appropriations, adjustments and transfers, revised appropriations, expenditures, encumbrances, and unencumbered balances. Other information may be included, as necessary.	Required
Bureau of Labor Statistics (BLS) Multiple Worksite Report (BLS 3020)	7/31	Quarterly	2nd Quarter 2024. 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	Monthly		Recommended Best Practice

July 2024 SBO Calendar

Task	Due Date	Filing Requirement	Notes	Priority
Complete STAC Reapplications	7/31	Annually	The SED STAC Unit posts STAC Reapplication Listings on-line (EFRT System). Districts should complete the 2024-25 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	Annually		Recommended Best Practice
Federal and State Cafeteria Reimbursement Form. See: NYSED Application Business Portal Login	7/31	Monthly		Recommended Best Practice
File 941 Payroll Tax Reconciliation/NYS-45 Withholding Reports	7/31	Quarterly	2nd Quarter 2024. Please check the instructions of the applicable forms to verify correct due date when available.	Required
Fixed Asset Inventory - update	7/31	Annually		Recommended Best Practice
Gather information for State Aid Forms - A, FT, FB, and ST-3	7/31	Annually	Gather info for State Aid claims (Due September 2, 2023* - 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. *September 2, 2024 is Labor Day The first business day after the Statutory Due Date is Tuesday, September 3, 2024.	Recommended Best Practice
Monthly Profit/Loss Statements for School Food Service	7/31	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Worker's compensation reporting for self-insured plans (GA-4)	7/31	Quarterly	2nd Quarter 2024. Please check the instructions of the applicable forms to verify correct due date when available.	Required

July 2024 SBO Calendar

| Task	Due Date	Filing Requirement	Notes	Priority
Payroll Reports – ERS/TRS Payments and Reports	7/31	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	Monthly		Recommended Best Practice
Publish Annual Financial Statement	7/31	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	Monthly		Recommended Best Practice
Review schedule of debt service payments for the current school year	7/31	Annually		Recommended Best Practice
School Food Service - bid if applicable (food, kitchenware, paper goods etc.)	7/31	Semi-Annually		Recommended Best Practice
State and Federal Projects - review of expenditures and revenues. Submit FS-25's request for funds to Grants Finance. See: http://www.oms.nysed.gov/cafe/forms/	7/31	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 SED approved attend summer programs	7/31	Annually		Recommended Best Practice
Treasurer's Report	7/31	Monthly	Report on prior month's activities	Required
Treasurer's Report - Extra Classroom Activity Fund	7/31	Quarterly	2nd Quarter 2024	Recommended Best Practice

Topics Covered Last June

Online Services Applications

You are currently subscribed to the following applications:

- Tax Cap
- Assessment Roll Verification

- ❏ Verification of assessment rolls
- ❏ Certification of tax cap compliance
  - ■ Both done here: New York State Comptroller - Online Services
- ❏ Reorganizational Meeting
  - ■ Due dates for the various types of school districts
  - ■ Tips on what should be approved/scheduled
- ❏ MOE Compliance Eligibility
  - ■ Tips for documenting your district's compliance with the budgeting standards

Presentation available at: https://www.questar.org/knowledge-cafe/
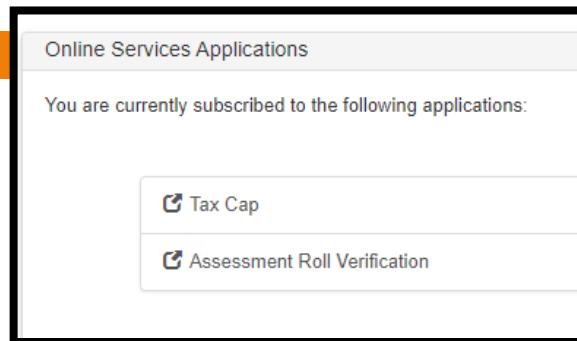
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Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL

Presentation available at: https://www.questar.org/knowledge-cafe/
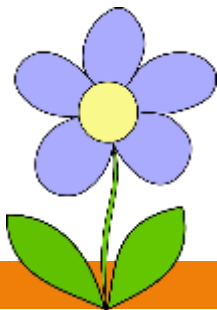
Kathy's Corner

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

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

Check Contacts/Authorized Users

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

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

CORE SAMS Homepage
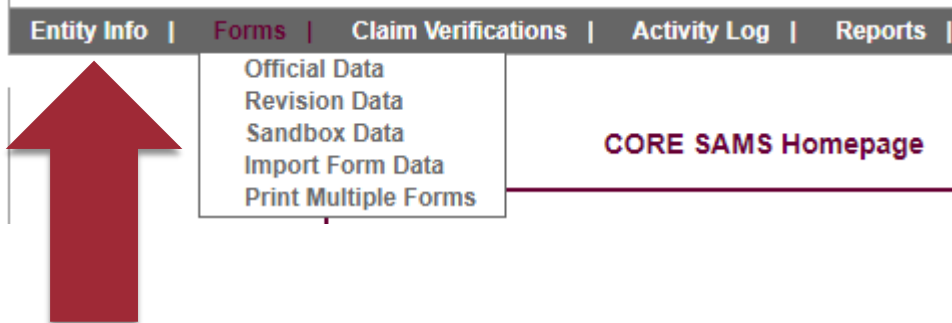
✓ State Aid Designee
✓ Director of Special Education
✓ Fiscal Advisor
✓ ST-3 Contact
✓ Transportation Contact

Make sure that the superintendent, SBO and treasurer's passwords are all up to date

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

OSC Website

- 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

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

- 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

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

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Permission to STAC System

Board of Regents | University of the State of New York

NYSED.gov [STAC]

Index A-Z | Calendar

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

STAC

NYSED / STAC / Home

- 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

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

STAC-602E

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

Rev. 5/2018

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:
☐ School District   ☐ Private Provider   ☐ Municipality
BOCES
Special Act District

Job Title

Name of Above:

State   ZIP(+4)

12-digit SED (BEDS) Code:

Email

Name, Title and E-mail address are required for all ... and existing users seeking a change in access ...

NAME		STAC APPROVALS		STAC VERIFICATIONS	
		INQUIRY ONLY	INQ, ADD & UPDATE	VIEW ONLY	VIEW & VERIFY
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐

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.

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

STAC-603   The University of the State of New York   Rev. 04/2019
                       THE STATE EDUCATION DEPARTMENT

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:	Agency Type:
		☐ County
		☐ School District
		☐ BOCES or RIC

Use Google Chrome only

APPLICANT INFORMATION / AUTHORIZING OFFICIAL INFORMATION

Applicant Name:		Name:	Type of Official:
			☐ Superintendent
			☐ Municipality Representative
			☐ Director
Email Address:		Email Address:	
Telephone Number: ( ) -	Fax Number: ( ) -	Telephone Number: ( ) -	Fax Number: ( ) -
Address		Address	
This user is being: ☐ Added ☐ Deleted			
Applicant's Signature ___/___/___ Date		Authorizing Official's Signature ___/___/___ Date	

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

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

Print, Complete & Mail to SED

http://www.oms.nysed.gov/stac/forms/stac-603_form_authorization_ftp.pdf

Other Permissions in Business Portal

My Applications

ESSA/SLFS REPORTING

- Facilities Planning - Fire Safety

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

- IRS Data Exchange (IDEx)

- Information and Reporting Services Portal (IRSP)

- New York State Student Identification System (NYSSIS)

- PD System

FINANCIAL SURVEYS

- SED Monitoring and Vendor Performance System

CLAIMING REIM./ APPLYING

- SSBA Reimbursement

CLAIM FORMS/ST-3

- State Aid Management System (SAMS)

Other Permissions to Consider

☐ 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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Updated Uniform Guidance and End of Year Reminders

What You May Need to Know as an SBO

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

Uniform Guidance Overview

OMB UNIFORM GUIDANCE (2014)

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

The Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (commonly called "Uniform Guidance") was officially implemented in December 2014 by the Council on Financial Assistance Reform (COFAR), *now dissolved*. The Uniform Guidance – a "government-wide framework for grants management" – is an authoritative set of rules and requirements for Federal awards that synthesizes and supersedes guidance from earlier OMB circulars.*

Overall guidance on how federal grants need to be managed.

2024 Uniform Guidance Changes Highlights (Effective 10/1/24)

- *Uniform Guidance* will now will be referred to as the *OMB Guidance for Federal Financial Assistance*.
- Increases the Single Audit threshold from $750,000 to $1,000,000 effective for fiscal years starting on October 1, 2024+. (§2 CFR 200.501)
- Revised the threshold value for equipment from $5,000 to $10,000. Therefore, when equipment is purchased at the cost of $10,000 or under, it can be expensed instead of capitalized. (§2 CFR 200.313)

2024 Uniform Guidance Changes Highlights (Effective 10/1/24)

- Added a requirement that a district's internal controls include cybersecurity and other measures to safeguard information. (§2 CFR 200.303)

- Contracting with Small Businesses, Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms –

  - Revised to also include "veteran-owned business" to the types of businesses that recipients and subrecipients are encouraged to consider for procurement contracts under a federal award. (§2 CFR 200.321)

Other Federal Grant Information

- □ CFDA # = Catalog of Federal Awards Number
  - ▣ Was the numbering system to identify specific federal grants
  - ▣ Now called "Assistance Listing":

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing	Pass Through Grant Number	Expenditures
U.S. Department of Agriculture			
Passed through New York State Department of Education			
Child Nutrition Cluster			
National School Lunch Program (Noncash food donations)	10.555	N/A	$ 29,409
National School Lunch Program	10.555	N/A	145,594
Total National School Lunch Program			175,003
School Breakfast Program	10.553	N/A	45,073
Total Child Nutrition Cluster			220,076
State Pandemic Electronic Benefit Transfer (P-EBT) Administrative Cost Grants	10.649	N/A	1,256
Total U.S. Department of Agriculture			221,332

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

Year-End Reminders

In SAMS – Key Areas to Check Before 7/1/24

Make Sure All Revisions Have Been **Submitted** by June 30, 2024

CORE SAMS Homepage

Official Data:
Official Data

Revision Data:
Revision Data

Sandbox Data:
Sandbox Data

Import Form Data:
Import Form Data

Print Multiple Forms:
Print Multiple Forms
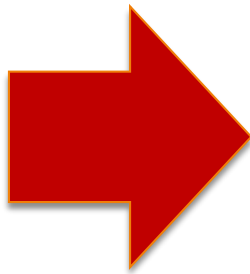
Announcement

After June 30, 2024 any revisions saved but not submitted in the 2022-23 SAMS claim year will be removed from SAMS on or after July 1, 2024.

Thank you.

The 2023-24 SAMS Forms are now available

For additional information about SAMS and the 2023-24 SAMS release, please access State Aid Management System (SAMS) webpage.

Also, State Aid Management Systems training materials can be found at SAMS Training Materials.

Support for Microsoft's Internet Explorer 11 has ended in 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

Check Your Status in SAMS (for Claims Year 23-24)

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:
  - Administrative Compensation Information: Clean
  - Property Tax Report Card: Clean
  - NYSED Only Form Set:

Is everything "Clean" or "Certified" or are there "Clean with Issues"?

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:
  - CPSE Administrative Forms and Schedules   Clean
  - Schedule F6 : Bus Amortization:
  - Administrative Compensation Information: Clean
  - Property Tax Report Card: Clean
  - NYSED Only Form Set:

Is everything completed? We often see the RSU and/or CPSE Admin Forms not completed.

Review RSU Forms and Schedules

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

If you have a CPSE Committee – Are Forms SS31-SS34 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 Adminstrative, 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 "Clean with Issues" Run a ST-3 Edit Report

ST3 Part III Edit Report

Schedule A3

Schedule A4c

Schedule G3

⊞ L. SS-1 thru SS-8:

ST-3 Edit Report   Clean with Issues

ST-3 Certification   Certified

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: 12/15/2023 11:56 AM
Username: Ashley Weil
Please correct the items commented on above. Edits 25, 99, 104 119, 120, 122. Also, comment on the remaining edits.

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

Tie Out Fund Balances to Audited Financial Statements from 6/30/23

Statement A3 - General Fund
Analysis of Fund Balance

	Account	DP Code 47	Amount
Fund Balance or (Deficit) July 1, 2022	A8021	1	63,624,584
Prior Period Adjustments (Specify): Additions:			
	A8012	2	
	A8012	3	
	A8012	4	
Deductions:			
	A8015	5	
	A8015	6	
	A8015	7	
Add: Revenues, Interfund Transfers, and Proceeds of Long Term Debt (From Schedule A3)	AT5999	8	283,558,804
Less: Expenditures and Interfund Transfers (From Schedule A4)	AT9999.0	9	274,216,884
Rounding Adjustment (Plus or (Minus))	A8026	10	0
Fund Balance or (Deficit) June 30, 2023	A8029	11	72,966,504

Save yourself time in the end!
Go under *Revisions* and revise the 6/30/23 ST-3 for late audit adjustments not previously reported. Do for all funds. Starting off the 23-24 reporting year with fund balances that agree to your external audit will make this year so much easier!

Treasurer Tips to do Before 6/30

- Pay off as many Due To Other Funds that you can by 6/30
  - May help with OSC's Fiscal Stress Survey results
  - Helps simplify the trial balances being brought forward
- Get any records needed for the audit before the 10 month staff goes home for the summer
  - Food Service – inventory, F&R applications, deferred income, etc.
  - Special Education – information needed for the Single Audit
  - Extraclassroom Activity Funds – 23/24 cash receipts/ disbursements records, club activity records, etc.

Tasks to Do in July

To Set Yourself Up for a Timely Submission of Claim Forms and the ST-3

School is over – most of this information should be available to gather at this time.

180 Day Calendar needs to reconcile to Form A information. Excel calendars for 23/24 and 24/25 are available here: NYSED:Model Calendars:

Schedule N and W can be completed now. Print out blank forms for the remaining Claim Forms and identify what you don't know yet. Read the Help guidance!

Schedule G, H, I, J, K all need to reconcile to the ST-3. Print out the expense codes and have A/P pull any vouchers you can't identify.

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Print 2023-24 Claim Year Forms, a Blank for the 2024-25 Claim and the Related Help Instructions

Distribute to the people that will provide you the information. Mark/highlight/circle every line number that you need them to complete and require them to answer each line - if the number is zero, have them put in a zero.

Education Law 3638 – New Reporting Requirement

Due 8/1!

6. When purchasing zero-emission school buses and charging or fueling infrastructure, school districts are encouraged to utilize the centralized contracts for zero emission school buses and charging or fueling infrastructure established by the office of general services. * 7. Beginning in the two thousand twenty-four--two thousand twenty-five school year, every school district shall annually submit to the commissioner a progress report on the implementation of zero-emission school buses as required under this section in a format prescribed by the commissioner and approved by the director of the budget. The report shall include, but not be limited to, (i) sufficiency of the school district's electric infrastructure to support anticipated electrical needs, (ii) the availability and installation of charging or fueling stations and other components and capital infrastructure required to support the transition to and full implementation of zero-emission school buses, (iii) whether the workforce development report pursuant to paragraph (c) of subdivision five of this section has been created and implemented, (iv) the number and proportion of zero-emission school buses the school district or any contractor providing transportation services is utilizing in the current school year, and

(v) the number and proportion of zero-emission school buses purchased or leased by the school district or any contractor providing transportation services in the current school year and the total anticipated number for the next two years. The progress report shall be due on or before August first of each year. Beginning October first, two thousand twenty-four, the commissioner shall annually submit a report to the governor, the temporary president of the senate and the speaker of the assembly on the progress of implementation of zero-emission school buses as reported by the school districts. * NB Repealed June 30, 2036

New survey due 8/1/24:

In the **Business Portal** under *SED Monitoring and Vendor Performance System* – Look for the "Transportation" category (you may need your superintendent to give you permission to this area).

Conclusion

✓ As we get to the end of the 23/24 school year, you have a few more days to make any last minute changes to claim forms that affect 23/24 State Aid – use your time wisely!

✓ Start planning for the completion of the Claim Forms that are due September 3rd early.

✓ Schedule meetings with key personnel that provide the information reported in the Claim Forms, give them copies of last year's forms, a blank for this year's forms, a copy of the instructions and an overview about how important the accuracy of the information provided will be on future state aid payments.

✓ Get all key dates related to the audit scheduled and let all stakeholders know of the deadlines now.

Questions?

State Aid and Financial Planning Service

Questar III BOCES

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Castleton, NY 12033

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Option 1 (SAP)

http://sap.questar.org

twitter.com/qiiisap - @qiiisap

Questions are the path to learning

2024-25 Tentative Schedule:

07/17/24	01/22/25
08/14/24	02/19/25
09/18/24	03/19/25
10/23/24	04/16/25
11/20/24	05/21/25
12/18/24	06/18/25