



# Notice



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- Knowledge Café PowerPoints are available on our website under the **Webinar Tab**:
- <https://www.questar.org/services/financial/state-aid-financial-planning/webinars/knowledge-cafe/>

Then scroll  
down.....

Here

## Other Webinars

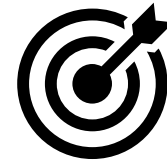
Monthly/Special Webinars focusing on a variety of topics.

### The Knowledge Café

- Knowledge Café Zoom Link (Passcode: 319866)
-  2020-21 CTLE Registration Links
- Presentations
- Recorded Sessions

**Note:** Recorded Sessions have moved on our website – see new separate link.

PUTTING STUDENTS FIRST



# Knowledge Café

## March 2021

Sarah Morrison  
State Aid Planning

# March Agenda

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- ❑ April 2021 SBO Calendar
  - ▣ Overview of Property Tax Report Card Requirements
  - ▣ April Transportation Requirements
    - Non-public school transportation requests
    - Collection of NAPD information
  - ▣ Maximizing Instructional Materials Aid
- ❑ Questions and Answers



# April SBO Calendar

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Task	Month	Due Date	Filing Requirement	Notes	Priority
Nonpublic School Transportation - finalize all requests which were filed by April 1st	April	4/1/2021	Annually	Transportation to non-public schools for students who live beyond 15 miles – see Education Law §3635 (1)(a) and §3635 (1)(b)(ii)	Recommended Best Practice
State budget is due to be enacted by April 1st. Anticipate receipt of the aid runs in the first week of April	April	4/1/2021	Annually	State Aid computer runs are sent to all district Superintendents thereafter	Recommended Best Practice
Publish 1st of 4 Legal Notices (of election and budget vote) between March 30 and April 3, 2021	April	4/3/2021	Annually	See Appendix A	Required
Amend state aid claim projection data for 2019-20 school year by April 15, 2021	April	4/15/2021	Annually	Ensures inclusion of data in 5/15/2021 State Aid database.	Recommended Best Practice
Review Schedule C on claims Form A. Determine if district is maximizing instructional material aids for current school year (Textbook, software, library and computer hardware).	April	4/15/2021	Annually	Amend, if necessary, expenditures reported on 2020-21 ST-3 data for Instructional Materials Aids by April 15, 2021 in order to maximize 2019-20 aid (Textbook, Library, Software and Computer Hardware) Amend Schedule C accordingly. Aid is frozen April 30, 2021.	Recommended Best Practice
Board of Education nominating petitions	April	4/19/2021	Annually	Deadline for submission is 30 days before election (April 19, 2021); 20 days before election for small cities (April 28, 2021). (See Appendix A)	Recommended Best Practice

# April SBO Calendar

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Task	Month	Due Date	Filing Requirement	Notes	Priority
Submission of petition for propositions to be placed on ballot: Accept through 4/19/2021	April	4/19/2021	Annually	See Appendix A	Recommended Best Practice
Property Tax Report Card for inclusion in the SED compilation Property Tax Data Overview.	April	4/26/2021	Annually	SED is required by law to compile this data submitted by school districts and make it publicly available at least 10 days prior to the statewide uniform voting day.	Required
Property Tax Report Card must be transmitted to local newspapers of general circulation	April	4/26/2021	Annually	Must be submitted to SED within 24 hours of Budget Adoption, but no later than 4/26/2021 or 24 days prior to May 18, 2021 Budget Vote. (See Appendix A)	Required
Bureau of Labor Statistics (BLS) Multiple Worksite Report (BLS 3020)	April	4/30/2021	Quarterly	1st Quarter 2021	Required
File 941 Payroll Tax Reconciliation/NYS-45 Withholding Reports	April	4/30/2021	Quarterly	1st Quarter 2021	Required
GA-4 Worker's compensation reporting for self-insured plans	April	4/30/2021	Quarterly	1st Quarter 2021	Recommended Best Practice
Treasurer's Report - Extra Classroom Activity Fund	April	4/30/2021	Quarterly	1st Quarter 2021	Recommended Best Practice
Billings (transportation, use of facilities, health services, parentally placed non-public etc.)	April	4/30/2021	Monthly		Recommended Best Practice

# April SBO Calendar

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Task	Month	Due Date	Filing Requirement	Notes	Priority
Budget Status Reports to Board of Education including revenue and appropriation status reports	April	4/30/2021	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 pursuant to CR 170.2(p). Other information may be included as necessary.	Required
Cash Flow - modify and update	April	4/30/2021	Monthly		Recommended Best Practice
Cash Flow and Fund Balance - review for accuracy	April	4/30/2021	Monthly		Recommended Best Practice
Federal and State Cafeteria Reimbursement Form	April	4/30/2021	Monthly		Recommended Best Practice
File DCERT for any new or continuing 10-month private special education placements	April	4/30/2021	Monthly		Required



# April SBO Calendar

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Task	Month	Due Date	Filing Requirement	Notes	Priority
Monthly Profit/Loss Statements for School Food Service	April	4/30/2021	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Payroll Reports – ERS and TRS Payments & Reports	April	4/30/2021	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	April	4/30/2021	Monthly		Recommended Best Practice
Review BOCES invoices for appropriate services and charges	April	4/30/2021	Monthly		Recommended Best Practice
Review outstanding checks	April	4/30/2021	Monthly		Recommended Best Practice
State and Federal Projects - review for expenditures and revenues. Submit FS-25's request for funds to Grants Finance	April	4/30/2021	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

# April SBO Calendar

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Task	Month	Due Date	Filing Requirement	Notes	Priority
Submit application for approval of bus/vehicle purchase via SAMS immediately following the delivery of any bus/vehicle purchased to transport students. (Form BP)	April	4/30/2021	Monthly	Districts are no longer required to submit paperwork to the State Aid office to support the information on every bus/vehicle purchase. However, districts must keep substantiating documentation available on file for Records Retention and Disposition Schedule ED-1	Recommended Best Practice
Treasurer's Report	April	4/30/2021	Monthly	Report on prior month's activities	Recommended Best Practice
Bid Packages - prepare to go out (general supplies, art, etc.)	April	4/30/2021	Annually		Recommended Best Practice
Check status of Capital Project FCR for capital outlay exception projects approved before July 1, 2011 (Pre-Ch. 97).	April	4/30/2021	Annually	File any FCR's currently due before 6/15 to receive building aid under the final September General Aid payment. This includes any Early Start Aid projects.	Recommended Best Practice
Submit Internal Control Report and any related Corrective Action Plan (Regulation 170.12b) to SED Office of Audit Services. (Survey 6 in the NYSED Portal under Office of Audit Services)	April	4/30/2021	Annually	Obtain BoE approval for the CAP.	Required
Submit Single Audit Corrective Action Plans (CAP) to SED Office of Audit Services. (Survey 5 in the NYSED Portal under Office of Audit Services)	April	4/30/2021	Annually		Required



# April SBO Calendar

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Task	Month	Due Date	Filing Requirement	Notes	Priority
If applicable, collect school bus route data for one day for NAPD calculation	April	4/30/2021	Annually		Recommended Best Practice
STAC Forms - File & verify for students with disabilities (SWD) enrolled during 2018-19 school year by 5/1/21 for prior year aid.	April	4/30/2021	Annually		Recommended Best Practice
STAC Forms: File & verify for SWD enrolled during 2019-20 school year by 5/1/21 to be paid as current year aid.	April	4/30/2021	Annually		Recommended Best Practice
Ensure applications for any new or modification for Extended School Year (ESY) special education program(s) are filed by June 1st.	April	4/30/2021	Annually		Recommended Best Practice

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# Property Tax Report Card

# Property Tax Report Card

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- ❑ Website: [New York State Property Tax Report Card : Educational Management : P-12 : NYSED](#)
- ❑ Sample form is available
- ❑ Needs Board of Education approval
- ❑ Due next business day after BOE approval
- ❑ Due no later than April 26, 2021
- ❑ Submitted through the Business Portal
  - ❑ In SAMS
  - ❑ Use Chrome or Firefox when entering
- ❑ Must provide PTRC to your newspaper – they decide if they want to publish it or not

2021-22 Property Tax  
Report Card - Sample  
Form

Property Tax Report  
Card Data - All Years

# Property Tax Report Card (PTRC)

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The screenshot displays the SAMS web application interface. At the top, the header includes 'Claim Year' set to '2019-2020', a 'SET VALUES' button, and the text 'NEW YORK STATE EDUCATION DEPARTMENT STATE AID MANAGEMENT SYSTEM'. Below the header, a navigation bar shows 'Welcome (School Entity User) CORE' and the timestamp '03/13/2021 06:16 PM'. A menu bar contains 'Entity Info | Forms | Activity Log | Reports |'. The main content area is titled 'Expand All | Collapse All' and lists various forms under 'Core Forms'. The 'Property Tax Report Card' is highlighted in yellow and shows a status of 'Clean'. Below it, three sub-items are listed: 'Property Tax Report Card' (Ready), 'Property Tax Report Card Edit Report' (Clean), and 'Property Tax Report Card Certification' (Certified). Other forms listed include 'Form A and Schedules', '180 Days Calendar', 'Form FB : Building And Misc.', 'Form FT : Transportation', 'Form BP : Bus Purchase', 'ST-3 Forms and Schedules (Financial)', 'RSU Forms and Schedules', 'CPSE Administrative Forms and Schedules', 'Schedule F6 : Bus Amortization', and 'Administrative Compensation Information'.

Claim Year: 2019-2020 SET VALUES NEW YORK STATE EDUCATION DEPARTMENT STATE AID MANAGEMENT SYSTEM

Welcome (School Entity User) CORE 03/13/2021 06:16 PM

Entity Info | Forms | Activity Log | Reports |

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**
  - Property Tax Report Card Ready
  - Property Tax Report Card Edit Report Clean
  - Property Tax Report Card Certification Certified
- NYSED Only Form Set:

- Note: PTRC gets posted in SAMS closer to when it is due
- Make sure to run Edit Report and complete Certification

# Top Half of PTRC

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2021-22 Property Tax Report Card		
000000 - DISTRICT NAME	Budgeted	Proposed Budget
Contact Person:	2020-21	2021-22
Telephone Number:	(A)	(B)
Total Budgeted Amount, not Including Separate Propositions		
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>		
B. Tax Levy to Support Library Debt, if Applicable		
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>		
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable		
E. Total Proposed School Year Tax Levy (A + B + C - D)		
F. Permissible Exclusions to the School Tax Levy Limit		
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>		
H. Total Proposed School Year Tax Levy, <u>Excluding</u> Levy to Support Library Debt and/or Permissible Exclusions (E - B - F + D)		
I. Difference: (G - H); (negative value requires 60.0% voter approval) <sup>2</sup>		
Public School Enrollment		
Consumer Price Index		1.23%

If you need help completing:  
Check out this Guidebook:

**2021-22**  
**Budget Development**  
**School District Guidelines**

*and/or*  
Coffee Talks for March/April 2021

# Bottom Half of PTRC

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	Actual 2020-21 (D)	Estimated 2021-22 (E)		
Adjusted Restricted Fund Balance				
Assigned Appropriated Fund Balance				
Adjusted Unrestricted Fund Balance				
Adjusted Unrestricted Fund Balance as a Percent of the Total B	%	%		
<b>Schedule of Reserve Funds</b>				
Reserve Type	Reserve Name	Reserve Description *	3/31/21 Actual Balance	6/30/21 Estimated Ending Balance
Capital		To pay the cost of any object or purpose for which bonds may be issued.		Intended Use of the Reserve in the 2021-22 School Year
Repair		To pay the cost of repairs to capital improvements or equipment.		
Workers' Compensation		To pay for Workers Compensation and benefits.		
Unemployment Insurance		To pay the cost of reimbursement to the State Unemployment Insurance Fund.		
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.		

← These are **beginning** of year numbers!  
Groupings are different than your financials!

3/31 Balance – have you spent/earned something so far this year?

6/30 Balance – where will you be at year end?

Intended Use examples:  
"\$50,000 planned use in 21-22" or  
"No planned use in 21-22"



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# Transportation Tasks

Some Potential Deadlines this Spring

# Transportation Tasks for April

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- Non-public school transportation request
  - ▣ Normally parents must request by April 1<sup>st</sup> to ensure transportation for the *following* year
    - Limited to mileage policy
- ▣ 2020-21 school year had/has special deadlines
  - April 1<sup>st</sup> deadline was extended several times through Executive Orders
    - March 28, 2021 is limit at this point

# As of March 12, 2021- 2020-21 Deadline

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## News & Notes

### **3/4/2021 - Extension of Deadline for Requests for Transportation to Nonpublic and Charter Schools for the 2020-2021 School Year**

Note: This item is an update to the transportation deadline extension referenced below on 2/3/2021.

Please note that, pursuant to Executive Order(s) issued by the Governor for the COVID-19 crisis, the Governor has extended through March 28, 2021, Section 3635 of the Education law, the deadline for parents to file transportation requests with their school district in order to obtain transportation for their children for the following school year.

Please note: This Executive Order would also include child care transportation which also had a due date of April 1.

# At This Point for 2021-22.....

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**1/8/2021- The Deadline for Requests for Transportation to Nonpublic and Charter Schools for the 2021-2022 School Year is still April 1, 2021.**

**Please note: The deadline to request child care transportation for the 2021-2022 school year also has a due date of April 1, 2021.**

Good idea to check back periodically to make sure requirement doesn't change again

- For either this year or next year
- [News & Notes \(nysed.gov\)](https://www.nysed.gov/news-features/news-articles/news-articles-2021-2022)



# Some Background on Trans Aid

19

Transportation expenses approved for Transportation Aid include only those incurred in transporting allowable pupils on approved buses, over approved routes. A non-allowable pupil decimal based on an historical record of pupils is used as a substitute for the actual deductible cost of non-allowable pupil miles and also is applied to the purchase of buses. This decimal must be recomputed every three years, or when district transportation policy revisions require a recalculation.

NAPD  
Deduction

Examples of non-allowable pupils are: non-disabled pupils who live 1 1/2 miles or less from the school attended (unless the pupil lives within an approved, designated child safety zone), and non-disabled pupils transported to public schools outside the district of residence when classes are maintained by the district of residence.

Other  
Purpose  
Miles  
Deduction

Expenditures for transportation services provided for field trips, athletic trips, excursions, and noon trips for lunch cannot be used to generate Transportation Aid. The expenses for such trips are pro-rated on the basis of route mileage. Expenditures for operating late bus trips to transport pupils who stay late for club or athletic activities are aidable approved transportation expenses.

# Non-Allowable Pupil Decimal

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- Normally done once every three years
  - ▣ Can be more often if routes change significantly
- Based on one, and only one, regularly scheduled day in either March, April or May
- Reported in SAMS (due date September 2<sup>nd</sup> in the school year following)
  - ▣ Under Form FT section of claim forms
  - ▣ See Help function in SAMS for details of process





# NAPD Tips

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- ❑ Keep watch on Transportation website:
- ❑ [NYSED: State Aid: Transportation Information](#)
- ❑ Districts that were scheduled to complete process in 19-20, for 20-21+, did not necessarily do so, due to school closures
- ❑ Normally SED provides a list of districts that need to do in any given year
  - It is expected that those that were scheduled for 19-20 that didn't do, will need to do this year, plus those that normally would be scheduled for 20-21

# Share with New Trans Directors

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https://stateaid.nysed.gov/trans/htm\_docs/napd2021.html



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## State Aid

NYSED / State Aid / Transportation Information / Non-Allowable Pupil Decimal Preparation and Filing

### Non-Allowable Pupil Decimal Preparation and Filing

A [list of districts](#) that are required to submit the Non-Allowable Pupil Decimal Worksheet for the 2019-20 school year has been posted. If your district is on the list or your district [had changes](#) that make it necessary for you to file again this year you are required to complete the worksheet using actual route data or routing software data for a day of session in March, April or May of the 2019-20 school year. (Special Act districts and districts with less than eight teachers need only file if Transportation Aid will be claimed in 2020-21.)

Do not submit hard copy of the NAPD data. Also do not submit the data through the State Aid Management System (SAMS) 2019-20 Claim Year form. The actual worksheet will be included as part of the SAMS 20-21 Claim Year forms to be distributed later this year. For your use in gathering the necessary data before the end of the school year, a printable version of the Non-Allowable Pupil Decimal Worksheet may be obtained by going to [Non-Allowable Pupil Decimal Worksheet](#). (644 KB)

[Instructions for completing the NAPD Worksheet](#)

[Additional instructions for NAPD reporting of Universal Pre Kindergarten students](#)

Should  
be  
updated  
shortly  
→

← Updated March 2021

# NAPD Reported in SAMS

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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 FT : Transportation](#) Ready
  - [Schedule G - Transportation Equipment](#) Ready
  - [Schedule H - Transportation Supplies and Materials](#) Ready
  - [Schedule I - Contractual Transportation Expenses for District Operated Programs](#) Ready
  - [Schedule J - Contract Bus Expense](#) Ready
  - [Schedule K - Public Service Carrier](#) Ready
  - [Nonallowable Pupil Decimal 1](#) Ready
  - [Nonallowable Pupil Decimal 2](#) Ready
  - [Nonallowable Pupil Decimal 3](#) Ready
  - [Nonallowable Pupil Decimal 4](#) Ready
  - [Nonallowable Pupil Decimal 5](#) Ready

**Tip:**



Print off blank forms  
and Help instructions  
and provide copy to  
Transportation Director





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## Digging into Instructional Materials Aid

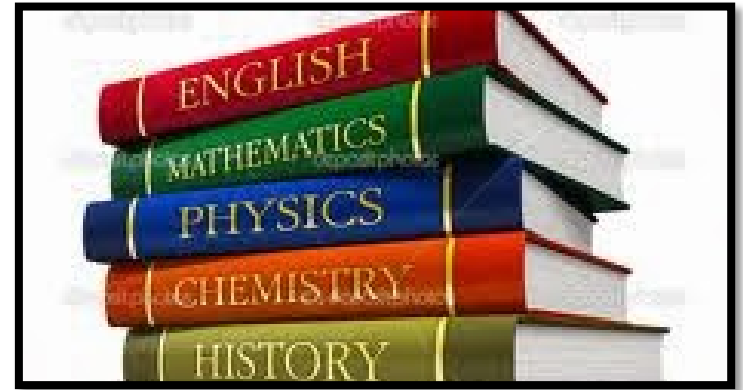
What Every SBO May Need to Know

# Instructional Materials Aid (IMA)

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Includes:

- ❑ Textbook Aid
  - ❑ Computer Software Aid
  - ❑ Library Materials Aid
  - ❑ Instructional Hardware
- 
- ❑ Spend in year one, aided in year two
  - ❑ Funding levels are capped
  - ❑ Claimed for aid on the ST-3
  - ❑ Sounds easy enough



# Instructional Materials Aid

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- Claimed on the ST-3 by reporting the expenditures on specific lines:

## INSTRUCTION - TEACHING

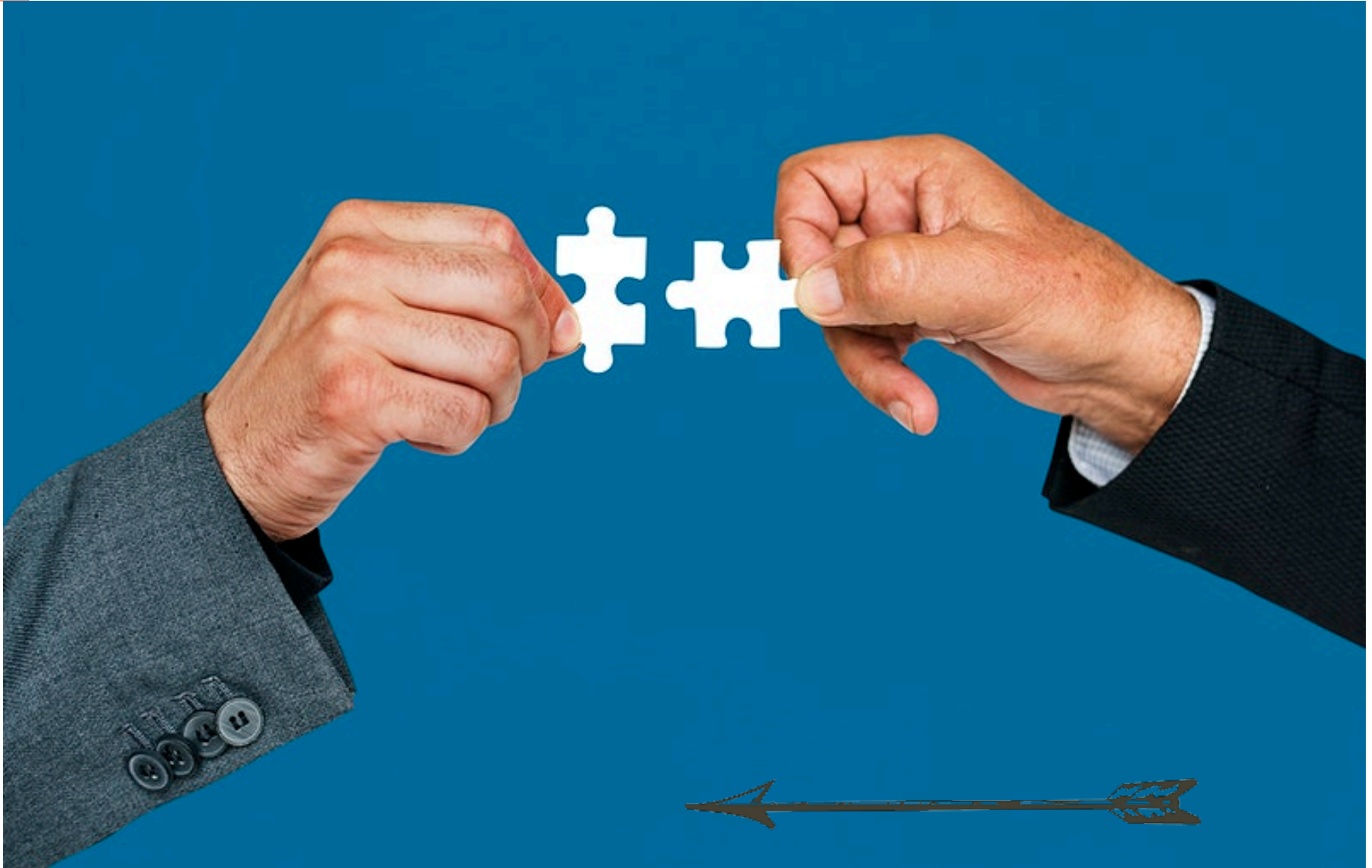
### Teaching - Regular School

164. Teacher Salaries, Pre-Kindergarten	A2110.10			
165. Teacher Salaries, 1/2 Day Kindergarten	A2110.11			
166. Teacher Salaries, Full Day Kindergarten - 3	A2110.12	3,893,033	4,059,711	4,390,783
167. Teacher Salaries, 4 - 6	A2110.12	2,360,627	2,168,589	2,115,312
168. Teacher Salaries, 7 - 12	A2110.13	7,597,699	8,268,015	8,589,611
169. Substitute Teacher Salaries	A2110.14	383,375	294,352	325,000
170. Noninstructional Salaries	A2110.16	945,214	888,735	941,478
171. Equipment	A2110.2	45,786	22,000	22,000
172. Contractual and Other	A2110.4	73,351	84,285	83,236
173. Materials and Supplies	A2110.45	245,060	219,724	227,398
174. Tuition Paid to Public Districts in NYS (excluding Special Act Districts)	A2110.471		4,497	20,000
175. Tuition - All Other	A2110.472	2,254		
176. Payments to Charter Schools	A2110.473	81,658	79,900	78,008
177. Textbooks	A2110.48	189,242	174,847	200,281
178. Not Used.				
179. Other BOCES Services - Not ELL	A2110.49	303,908	305,950	226,075
180. Total Teaching - Regular School	A2110.0	16,121,207	16,570,605	17,219,182



# SBO and Treasurer Need to Work Together to Claim Aid Properly

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# Devil is Always in the Details

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The formula to compute Textbook Aid is:

**BASE YEAR ENROLLMENT X BASE YEAR APPROVED EXPENSE PER PUPIL**

## Enrollments:

- Total enrollment of resident pupils attending public schools
- Total enrollment of resident pupils attending nonpublic schools
- Total enrollment of resident pupils with disabilities attending private schools
- Total enrollment of resident pupils attending Special Act schools
- Total enrollment of resident pupils with disabilities attending the NYS School for the Deaf in Rome
- Total enrollment of resident pupils with disabilities attending the NYS School for the Blind in Batavia
- Total enrollment of resident pupils attending charter schools

## Approved Expense per Pupil:

- Approved Expenses limited to \$58.25 per pupil (ST-3 codes: A2110.48, A2280.48, A2330.48)

# Formula for Software Aid

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The Software Aid formula is:

$$\text{BASE YEAR ENROLLMENT} \times \text{BASE YEAR APPROVED EXPENSE} / \text{PUPIL}$$

## Enrollment:

- Total enrollment of resident pupils attending public schools
- Total enrollment of resident pupils attending full time in BOCES
- Total enrollment of resident pupils with disabilities attending private schools
- Total enrollment of pupils attending nonpublic schools in the district
- Total enrollment of non-resident pupils attending public schools
- Total enrollment of resident pupils attending charter schools
- Total enrollment of resident pupils with disabilities attending the NYS School for the Deaf in Rome
- Total enrollment of resident pupils with disabilities attending the NYS School for the Blind in Batavia
- Total enrollment of resident pupils attending Special Act schools

Looks similar,  
right?

## Approved Expense Per Pupil:

- Approved Expenses limited to \$14.98 per pupil (ST-3 code: A2630.46)

# Who is Counted Is Different

30

## Enrollments:

- Total enrollment of resident pupils attending public schools
- Total enrollment of resident pupils attending nonpublic schools
- Total enrollment of resident pupils with disabilities attending private schools
- Total enrollment of resident pupils attending Special Act schools
- Total enrollment of resident pupils with disabilities attending the NYS School for the Deaf in Rome
- Total enrollment of resident pupils with disabilities attending the NYS School for the Blind in Batavia
- Total enrollment of resident pupils attending charter schools

← Textbook Aid

## Enrollment:

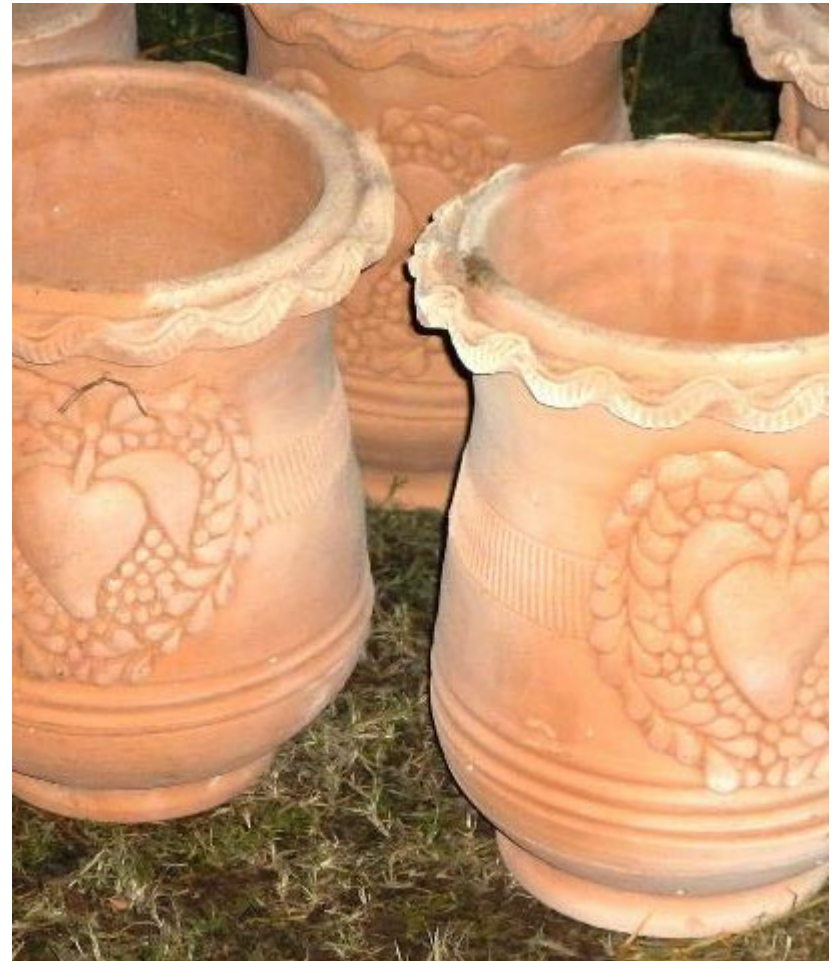
- Total enrollment of resident pupils attending public schools
- Total enrollment of resident pupils attending full time in BOCES
- Total enrollment of resident pupils with disabilities attending private schools
- Total enrollment of pupils attending nonpublic schools in the district
- Total enrollment of non-resident pupils attending public schools
- Total enrollment of resident pupils attending charter schools
- Total enrollment of resident pupils with disabilities attending the NYS School for the Deaf in Rome
- Total enrollment of resident pupils with disabilities attending the NYS School for the Blind in Batavia
- Total enrollment of resident pupils attending Special Act schools

Software  
Aid →

# Textbook Aid Payments

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- ❑ Money paid from two “pots” of funding at NYS
- ❑ \$15/student from ***Lottery Fund***
  - ▣ This portion comes in September with Lottery Aid
  - ▣ Still coded to Textbook Aid
- ❑ Balance from ***General Fund*** in the spring



# Tips to Maximize IMA

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- ❑ Ensure your 2019-20 ST-3 expenditures reflect accurate information to receive maximum 2020-21 aid
- ❑ Instructional Materials Aid is frozen April 30th, 2021
- ❑ IMA is unique in that you can assign actual expenditures to different IMA categories
  - ❑ Done by completing Schedule C
  - ❑ Cannot reallocate excess expenditures into Library Materials Aid category (only out)
- ❑ We recommend changes be made by April 15th, 2021, so SED has time to review and clean data
- ❑ No opportunity for PYA



# Where is Schedule C?

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Expand All | Collapse All

☐ Core Forms

☐ Form A and Schedules: Clean

Form A (Attendance) Ready

Schedule A-1 Religious Holidays First Semester Ready

Schedule A-2 Attendance Report First Semester Ready

Schedule A-3 Religious Holidays Second Semester Ready

Schedule A-4 Attendance Report Second Semester Ready

Schedule A-5 Days of Session Matrix Ready

Schedule A-6 Decimal Days of Actual Session Worksheet Ready

Schedule A-7 Enrollment - Central High School Districts Only Ready

Schedule A-8 Extraordinary Condition Days Ready

Schedule B - Dual Enrollment Ready

Schedule C - Designation of Textbook, Software, Library Materials and Hardware Expenses Ready

Schedule P - Additional Data for Calculations

Schedule U1 - Charter School Enrollment and FTE Ready

Form A Edit Report Clean

Form A Certification Certified

In SAMS



# Some Examples of Schedule C

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## Designation of Textbook, Software, Library Materials and Hardware Expenses

Aid Area	1. District Reported 2019-20 Expense Eligible for Instructional Materials (ST-3)	2. 2020-21 Maximum Aid Allocations	3. District Designated 2019-20 Expense for Instructional Materials Aids Calculations
A - Textbook	174,847	162,634	174,847
B - Software	72,506	41,480	72,506
C - Library Materials	19,724	17,306	19,724
D - Instructional Hardware	212,559	45,366	212,559
E - Total:	479,636	266,786	479,636

No need to complete Schedule C

## Designation of Textbook, Software, Library Materials and Hardware Expenses

Aid Area	1. District Reported 2015-16 Expense Eligible for Instructional Materials (ST-3)	2. 2016-17 Maximum Aid Allocations	3. District Designated 2015-16 Expense for Instructional Materials Aids Calculations
A - Textbook	199,465	173,178	179,028
B - Software	23,650	44,087	44,087
C - Library Materials	24,257	18,393	24,257
D - Instructional Hardware	173,278	45,724	173,278
E - Total:	420,650	281,382	420,650

-20,437  
+20,437

Maximized Aid!  
Completing Form =\$20,437



# State Aid Tips

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- ❑ To review the State Aid formulas:
- ❑ STATE AID HANDBOOK ([nysed.gov](http://nysed.gov))
- ❑ Don't need to be able to quote them, but should have a basic understanding of what factors generate aid and/or change aid ratios

## 2020-21 STATE AID HANDBOOK

FORMULA AIDS AND ENTITLEMENTS FOR  
SCHOOLS IN NEW YORK STATE

# State Aid Tips

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- Many factors are lagged
  - ▣ So, if Actual Valuation changes significantly in the current year, be aware that it will affect aid ratios in two years
- Your aid ratio is often based on how your district compares to other districts around the State
  - ▣ Your wealth factors may not change, but if the Statewide average changes, you can look wealthier or poorer for aid ratios

# State Aid Tips

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- We have a lot of resources on our website which detail many of the aid ratios
  - ▣ Current year information
  - ▣ 10-year history of information
  - ▣ Comparison available of other districts in your county, your BOCES and across the State
- Check now to see if your district has maximized Instructional Materials Aid for 2020-21



# 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:

4/21/21 – May SBO Calendar

5/26/21 – June SBO Calendar

6/23/21 – July SBO Calendar