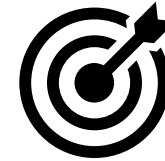


PUTTING STUDENTS FIRST



# Knowledge Café March 2024

State Aid and Financial Planning Service

# Agenda

2

- ❑ SBO Calendar for April 2024
- ❑ **Kathy's Corner** – Planning Summer ESY Programs
- ❑ Projecting Fund Balance
- ❑ Understanding the Three-Part Budget
- ❑ Contingent vs. Non-Contingent Expenses
- ❑ Discussion on What to Cut if Need to go to a Contingency Budget
- ❑ Questions and Answers



# April SBO Calendar

3



Task	Due Date	Filing Requirement	Notes	Priority
Nonpublic School Transportation - finalize all requests which were filed by April 1st	4/1	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
The state budget is due to be enacted by April 1st. Anticipate receipt of the aid runs in the first week of April	4/1	Annually		Recommended Best Practice
Prepare and publish 1st of 4 Legal Notices (of election and budget vote) between April 2 and April 5, 2024	4/5	Annually	See Appendix A	Required
Amend state aid claim projection data for 2023-24 school year by April 15, 2024	4/15	Annually	Ensures inclusion of data in 5/15 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).	4/15	Annually	Amend, if necessary, expenditures reported for the year ended 2022-23 ST-3 data for Instructional Materials Aids by April 15, 2024 to maximize 2023-24 aid (Textbook, Library, Software and Computer Hardware) Amend Schedule C accordingly. Aid is frozen April 30, 2024.	Recommended Best Practice
Board of Education nominating petitions	4/22	Annually	Deadline for submission is 30 days before election (April 22, 2024); 20 days before election for small cities (May 1, 2024). (See Appendix A)	Required
Submission of petition for propositions to be placed on ballot: Accept through 4/22/2024	4/22	Annually	See Appendix A	Required
Pursuant to Regulations of the Commissioners of Education Part 122, districts other than small city school districts must finalize all items to be voted on in the annual budget vote including referenda, propositions, and the names of all candidates nominated for election to the Board of Education <b>three days before the required distribution of military ballots.</b>	4/23		See Appendix A	Required

# April SBO Calendar



4



Task	Due Date	Filing Requirement	Notes	Priority
Districts other than small city school districts must distribute military ballots no later than 25 days before the budget vote.	4/26		See Appendix A	Required
Final day for adoption of the Property Tax Report Card by the BoE	4/26	Annually	See Appendix A	Required
Property Tax Report Card for inclusion in the SED compilation Property Tax Data Overview.	4/29	Annually	Must be submitted to SED within 24 hours of Budget Adoption, but no later than 4/29/2024 or 24 days prior to 5/21/2024 Budget Vote. (See Appendix A). 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
Bureau of Labor Statistics (BLS) Multiple Worksite Report ( <a href="#">BLS 3020</a> )	4/30	Quarterly	1st Quarter 2024. Please check the instructions of the applicable forms to verify correct due date when available.	Required
Check status of Capital Project FCR for capital outlay exception projects approved before July 1, 2011 (Pre-Ch. 97).	4/30	Annually	File any FCR's currently due to keep building aid. Early Aid Start and Capital Outlay Exception Aid Projects have due dates. Failure to file on time could result in take-back of building aid.	Recommended Best Practice
Ensure applications for any new or modification for Extended School Year (ESY) special education program(s) are filed by June 1st.	4/30	Annually		Recommended Best Practice
Federal and State Cafeteria Reimbursement Form	4/30	Monthly		Recommended Best Practice
File 941 Payroll Tax Reconciliation/NYS-45 Withholding Reports	4/30	Quarterly	1st Quarter 2024. Please check the instructions of the applicable forms to verify correct due date when available.	Required
If applicable, collect school bus route data for one day for NAPD calculation	4/30	Annually	<a href="https://stateaid.nysed.gov/trans/napd_info.htm">https://stateaid.nysed.gov/trans/napd_info.htm</a>	Required



# April SBO Calendar

Task	Due Date	Filing Requirement	Notes	Priority
Monthly Profit/Loss Statements for School Food Service	4/30	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Payroll Reports – ERS/TRS Payments and Reports	4/30	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	4/30	Monthly		Recommended Best Practice
Review BOCES invoices for appropriate services and charges	4/30	Monthly		Recommended Best Practice
STAC Forms - File & verify for students with disabilities (SWD) enrolled during 2021-22 school year by 5/1/2024 for prior year aid.	4/30	Annually		Recommended Best Practice
STAC Forms: File & verify for SWD enrolled during 2022-23 school year by 5/1/2024 to be paid as current year aid.	4/30	Annually		Recommended Best Practice
State and Federal Projects - review of expenditures and revenues. Submit FS-25's request for funds to Grants Finance	4/30	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 application for approval of bus/vehicle purchase via SAMS after the delivery of any bus/vehicle purchased to transport students, if not performed earlier in the school year. (Form BP)	4/30	Semi-Annually	Districts must use Form BP within SAMS to provide the State Aid office with the information on every bus/vehicle purchase. However, districts must keep substantiating documentation available on file per Local Government Schedule LGS-01 (formerly Records Retention and Disposition Schedule ED-1).	Recommended Best Practice

# April SBO Calendar



6



Task	Due Date	Filing Requirement	Notes	Priority
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)	4/30	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)	4/30	Annually		Required
Treasurer's Report	4/30	Monthly	Report on prior month's activities	Required
Treasurer's Report - Extra Classroom Activity Fund	4/30	Quarterly	1st Quarter 2024	Recommended Best Practice
Worker's compensation reporting for self-insured plans ( <a href="#">GA-4</a> )	4/30	Quarterly	1st Quarter 2024. Please check the instructions of the applicable forms to verify correct due date when available.	Recommended Best Practice



# Topics Covered Last March



7

- *Maximizing Instructional Materials Aid*
  - Any revisions to what was reported for 22-23 school year need to be made by 4/15/24
  - Now is the time to review spending in 23-24 to ensure you maximize next year's aid
    - Remember, must expense costs by 6/30/24 – can't be just in encumbrances at year-end
- *Property Tax Report Card*
  - Tips on how to prepare and when due
- *Transportation Tasks*
  - Non-Aidable Pupil Decimal
  - Transportation requests for children going to non-publics due 4/1



8

## Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL

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





*Kathy's Corner*

**Planning  
Summer ESY  
Programs**

# Check with your Special Ed. Office

10

1. Have you operated a 4408 program previously?
2. Do you have a copy of your approval letter?
3. What programs do you plan on operating this summer?
  - More specifically, what ratios?
4. Do we need to apply for a modification to existing program or brand new program?
5. Staffing needs
6. Space needs
7. Transportation
8. Is the district completing SS10-16?



# Communication is Important

11

- ❑ Communicating about programs will help with SS10-16 process
- ❑ Document attendance, classroom assignments, classroom ratios, subs etc.
- ❑ Organize your data and mirror to SS10-16 to make it easier for both offices
- ❑ Involve your treasurer to ensure you are accounting for summer school properly
- ❑ Ask for records as soon as summer is complete
  - ❑ Review them timely so you can ask questions in real time vs. a year from now when SS10-16 need to be entered

# Sample Approval Letter

12



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY,  
NY 12234

VOCATIONAL AND EDUCATIONAL SERVICES FOR INDIVIDUALS WITH DISABILITIES  
Fiscal and Administrative Services  
Coordinator, Central Office Administrative Support Services Team (COASST)  
Room 1624, One Commerce Plaza • Albany, NY 12234  
Tel. (518) 473-6108, (518) 486-4734

July 10, 2008

Mr.  
Director of Special Education  
Central School District

NY

RE: July and August 2008 Component Special Education Program

Program Name: Half-Day Special Class (9010) 3 HRS (3 Classes @ 12:1:1)

Age Range: 5-21

Type of Program: Day/Public: 131601060000

Disabilities Served: AUT, ED, LD, MR, DF, HOH, SI, VI, OI, OHI, MD, DF/BLD, BLD, TBI

Related Services: Speech Therapy, Physical Therapy, Occupational Therapy, Counseling,  
Psychological and Nursing

Dear Mr.

This is to notify your agency that, based upon our review of the application form submitted by your agency, the New York State Education Department has determined that your July/August component special education school-age program is eligible for student placements for the Summer 2008 under Section 4408 of the Education Law and the corresponding regulations. STAC forms for students attending your agency's 2008 July/August special education program will be approved if they are consistent with the information provided in your July/August component special education program application.

The Rate Setting Unit of the Office of Management Services will establish a tuition rate per student upon which the Department will determine State reimbursement for individual students. Your agency will be notified of the rate separately by the Rate Setting Unit.

It is expected that your agency will abide by all applicable laws and regulations and implement the program as approved. Please note that prior to implementing changes in any aspect of the program design as described above other than increasing or decreasing the number of classes the school district plans to operate at the approved staffing ratio, the proposed revision must be brought to the attention of the SEQA Regional Associate for the district and approved by this Office in writing.

We appreciate your cooperation and wish you success in your effort to serve school-age students with disabilities during the July/August extended school year. If you have any questions about the information in this letter, please contact Linda Keech of Central Office Administrative Support Services Team at (518) 473-6108.

Sincerely,

Michael C. Plotzker

c: Thomas Hamel  
Jill McMahon  
Harold Matott  
William Bulman  
Robert P. Waxman  
Linda Keech



- ❑ Save this in multiple places
- ❑ Reference every year during your summer school conversation
- ❑ Approval = what program you are operating
- ❑ SED Regional Associate is a great resource!



# Is Your District/BOCES Approved?

13

Provider Information			School Age Special Class		School Age SDI & Rel. Svcs.				S/A Integ.	
SED Code <input type="text"/>	Name <input type="text"/>	Type <input type="text"/>	9000 <input type="text"/>	9010 <input type="text"/>	9015-A <input type="text"/>	9015-E <input type="text"/>	9015-C <input type="text"/>	9015-D <input type="text"/>	9050-A <input type="text"/>	9055-A <input type="text"/>
570101040000	ADDISON CSD	School District	No	Yes	No	No	Yes	No	No	No
080101040000	AFTON CSD	School District	Yes	Yes	Yes	No	No	No	No	No
142101040000	AKRON CSD	School District	No	Yes	Yes	No	No	No	No	No
010100010000	ALBANY CITY SD	School District	Yes	Yes	Yes	No	No	Yes	No	No
450101060000	ALBION CSD	School District	No	No	Yes	No	No	No	No	No
140101060000	ALDEN CSD	School District	Yes	Yes	No	Yes	No	Yes	No	No
180202040000	ALEXANDER CSD	School District	No	No	Yes	No	No	No	No	No

Useful tool for Summer 2023 to verify what program approvals are in place for a specific district or BOCES.

Do you have a student that you need a placement for? Look to see if a neighboring district or BOCES has approval for program.

Available at:

<https://www.nysed.gov/sites/default/files/programs/special-education/approved-school-age-programs-2-month-programs-summer-2023.xlsx>

# Review Program Approval in STAC

14

Date: 09/07/17  
Time: 10:35

New York State Education Department

Go to

### Special Education Program Listing

School Year: 1718  
Provider Code Search: 280203030000  
Provider Name Search:

EXAMPLETOWN UFSD 281230040000

Telephone: 516-123-4567  
Contact: SUSAN SUPERINTENDENT

Choose One  
☒ All Programs  
☐ Pre School Programs  
☐ School Age Programs

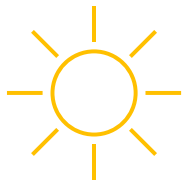
Select	Code	Program Name	
<input checked="" type="checkbox"/>	8000 I 09/06/17 - 06/22/18 DAY Age 05 - 21	S/Y-PUBLIC EXCESS COST 10-MONTH HIGH COST	Appr- Y
<input checked="" type="checkbox"/>	8050 Y 07/01/17 - 06/30/18 DAY Age 15 - 21	F/Y-INCARCERATED YOUTH NASSAU COUNTY JAIL	Appr- Y
<input checked="" type="checkbox"/>	8500 K 09/06/17 - 06/22/18	S/Y-SCHOOL AGE HOMELESS K-6 REGULAR ED	Appr- Y
<input checked="" type="checkbox"/>	8500 L 09/06/17 - 06/22/18	S/Y-SCHOOL AGE HOMELESS 7-12 REGULAR ED	Appr- Y
<input checked="" type="checkbox"/>	8501 K 09/06/17 - 06/22/18	S/Y-SCHOOL AGE HOMELESS K-6 SPECIAL ED	Appr- Y
<input checked="" type="checkbox"/>	8501 L 09/06/17 - 06/22/18	S/Y-SCHOOL AGE HOMELESS 7-12 SPECIAL ED	Appr- Y
<input checked="" type="checkbox"/>	9000 A 07/05/17 - 08/15/17 DAY Age 05 - 21	J/A-SCHOOL AGE-SPECIAL CLASS-F FULL-DAY CLASS 5 HRS	Appr- Y
<input checked="" type="checkbox"/>	9015 C 07/05/17 - 08/15/17 DAY Age 05 - 21	J/A-SCHOOL AGE-NONSPECIAL CLAS SPEC INSTRC W/REL SVCS	Appr- Y

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

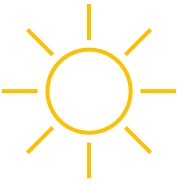
# Why Is This Process So Important?

15

- ❑ Accurate Reporting = Maximized Aid for your District
- ❑ The cleaner the process, easier for both offices – saves time and doesn't delay aid
- ❑ Some districts have worked with Regional Associate to back-date programs that were not approved
  - Revision to application is needed for this to occur!



# Summer School Application



16

- ❑ Link to Application: <https://www.nysed.gov/special-education/extended-school-year>
- ❑ Link to Approved Programs for NYS: <https://www.nysed.gov/sites/default/files/programs/special-education/approved-school-age-programs-2-month-programs-summer-2023.xlsx>
- ❑ Q&A for ESY Special Education Programs: <https://www.nysed.gov/sites/default/files/programs/special-education/extended-school-year-questions-and-answers-2023.pdf>





# 17

## Digging into Projecting Fund Balance, The Three-Part Budget, and Contingent vs. Non-contingent Expenses

What Every SBO May Need to Know

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

# Reporting Fund Balance on PTRC

18

	Actual 2023-24 (D)	Estimated 2024-25 (E)
Adjusted Restricted Fund Balance		
Assigned Appropriated Fund Balance		
Adjusted Unrestricted Fund Balance		
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	%	%

“Adjusted” Restricted Fund Balance = Nonspendable Fund Balance + All Reserves, including Encumbrances

Assigned Appropriated Fund Balance = Assigned Appropriated




Adjusted Unrestricted Fund Balance = Unassigned Fund Balance (Without any Reserves)

“Actual 2023-24” means 7/1/23 balance (use 6/30/23 audited #)

“Estimated 2024-25” means 7/1/24 balance (use 6/30/24 estimated #)

# Schedule of Reserves - PTRC

19

Schedule of Reserve Funds					
Reserve Type	Reserve Name	Reserve Description *	3/31/24 Actual Balance	6/30/24 Estimated Ending Balance	Intended Use of the Reserve in the 2024-25 School Year
Capital 		To pay the cost of any object or purpose for which bonds may be issued.			
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.			
Mandatory Reserve for Debt Service		To cover debt service payments on outstanding obligations (bonds, BANS) after the sale of district capital assets or improvements.			
Insurance		To pay liability, casualty, and other types of uninsured losses.			
Property Loss 		To establish and maintain a program of reserves to cover property loss.			
Liability 		To establish and maintain a program of reserves to cover liability claims incurred.			
Tax Certiorari		To establish a reserve fund for tax certiorari settlements			



# Projecting Fund Balance

20

- Projecting Fund Balance
  - ▣ April is a good time to estimate 6/30/24 fund balance
- Planning Fund Balance
  - ▣ Fund Balance policy
    - Do you have one?
    - Do you need to revise it?
  - ▣ New reserves and/or increases to current reserves
- Reporting Fund Balance Projections
  - ▣ On the Property Tax Report Card





# Projecting Total Fund Balance

21

Last year's Total Fund Balance from the 6/30/23 Audited Financials	\$ 15,000,000
Add: Projected revenues for the current year	\$100,000,000
Deduct: Projected expenditures for the current year (not including encumbrances/open POs)	<u>(\$97,000,000)</u>
= Estimated Total Fund Balance	<u>\$ 18,000,000</u>



# Projecting Revenues

22

- ❑ Taxes should be recorded in full at this point
  - ▣ Portion may still be collectible
- ❑ Use our State Aid reconciliation template to help project State Aid
- ❑ <https://www.questar.org/services/financial/state-aid-financial-planning/resources/>
- ❑ Consider the affect of changes in Deferred Inflows
- ❑ For small revenue codes, use prior year actual for comparison
- ❑ Talk to your Treasurer about where they are with the books and records
  - ▣ Evaluate confidence in accuracy for projections

# Projecting Expenditures



23

- ❑ Main expenditure codes should be encumbered by this point
  - ❑ Are outstanding encumbrances reasonable?
- ❑ Any large purchases planned for end of year?
  - ❑ Buses?
  - ❑ Technology through BOCES?
  - ❑ TRS and ERS year-end liabilities considered?
- ❑ Remember Accounts Payables increase expenditures and decreases Fund Balance, but Encumbrances just reclass Fund Balance from Unassigned to Assigned

# Projecting Fund Balance, by Category

24

Total Projected Fund Balance						\$18,000,000	
Nonspendable		Restricted		Assigned		Unassigned	
Prepays expected at 6/30/24	100,000	Reserve for Workers Compensation	200,000	Amount to balance next year's budget	3,000,000	Reserve for Tax Reduction	0
Inventory expected at 6/30/24	0	Reserve for ERS	600,000	Estimated amount of encumbrances at 6/30/24	500,000	Reserve for Insurance Recovery	150,000
Long Term Portion of Due from Other Funds	50,000	Reserve for TRS	4,000,000			Unassigned (4% of next year's \$104 M budget)	4,160,000
		Capital Reserve (Cap is \$5 M)	4,500,000			Remaining Unassigned	730,000
		Insurance Reserve	10,000				
Total	<u>150,000</u>	Total	<u>9,310,000</u>	Total	<u>3,500,000</u>	Total	<u>5,040,000</u>

**\$18,000,000**



# Three Part Budget

Section 1608(4), 1716 (4), 2601-a(3) and NYCRR Section 170.8(a)

25


- ❑ School district's budget must be written in plain language (easy to read and understand) and must split out the appropriations into:
  - ✓ Program component
  - ✓ Capital component
  - ✓ Administrative component

# Program Component

26

## □ Program component

- The program component shall include, but need not be limited to, all program expenditures of the school district, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses.



FUNCTION OR ACCOUNT	SBM (ST-3) CODE	ADMIN.	PROGRAM	CAPITAL
Legal Services	1420.0	X	X	
Employee Benefits	9098.0	X	X	X
Instruction (Net of Supervision/Research)	2999.0		X	
Other Dist. Trans.	5510.0		X	
Garage Bldg.	5530.0		X	
Contract Transportation	5540.4		X	
Public Transportation	5550.4		X	
BOCES Transportation	5581.49		X	
Community Service	8099.0		X	
Other Transfers	9951.0		X	
From : Budgeting Handbook 3, Appendix H, NYSED, Bureau of EMS				



# SBM (ST-3) Codes

27

## GENERAL SUPPORT - STAFF

### Legal

57. Noninstructional Salaries	A1420.16			
58. Equipment	A1420.2			
59. Contractual and Other	A1420.4			
60. Materials and Supplies	A1420.45			
61. BOCES Services	A1420.49			
62. Total Legal	A1420.0			

## UNDISTRIBUTED EXPENDITURES

### Employee Benefits

374. State Retirement	A9010.8	379,868	286,428	414,393
375. Teachers' Retirement	A9020.8	763,516	887,238	808,507
376. Social Security	A9030.8	836,944	880,213	898,047
377. Workers' Compensation	A9040.8	2,486	2,943	49,404
378. Life Insurance	A9045.8			
379. Unemployment Insurance	A9050.8	17	13	1,000
380. Disability Insurance	A9055.8	41	43	200
381. Hospital, Medical, and Dental Insurance	A9060.8	3,648,492	3,957,994	5,022,463
382. Union Welfare Benefits	A9070.8			
383. Other Employee Benefits (Specify)	A9089.8	17,342	16,587	17,000
ADMIN INS REIMB				
384. Total Employee Benefits	AT9098.0	5,648,706	6,031,459	7,211,014

# Capital Component

28

## ❑ Capital component

- ❑ The capital component shall include, but need not be limited to, all transportation capital, debt service, and lease expenditures; costs resulting from judgments in tax certiorari proceedings or the payment of awards from court judgments, administrative orders or settled or compromised claims; and all facilities costs of the school district, including facilities lease expenditures, the annual debt service and total debt for all facilities financed by bonds and notes of the school district, and the costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that such budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operation and maintenance charges, cost per square foot for each facility leased by the school district, and any and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities, and maintenance and repairs of school facilities.

# Capital Component

29

## □ Capital component

FUNCTION OR ACCOUNT	SBM (ST-3) CODE	ADMIN.	PROGRAM	CAPITAL
Employee Benefits	9098.0	X	X	X
Oper. Of Plant	1620.0			X
Maint. Of Plant	1621.0			X
Judgments & Claims	1930.4			X
Refund of Taxes	1964.4			X
Purchase of Buses	5510.2			X
Debt Service	9898.0			X
Transfers to Capital	9950.9			X
Transfers to Debt Serv	9901.96			X
From : Budgeting Handbook 3, Appendix H, NYSED, Bureau of EMS				

# Administrative Component

30

## ❑ Administrative component

- The administrative component shall include, but need not be limited to, office and central administrative expenses, traveling expenses and all compensation, salaries and benefits of all school administrators and supervisors, including business administrators, superintendents of schools and deputy, assistant, associate or other superintendents under all existing employment contracts or collective bargaining agreements any and all expenditures associated with the operation of the office of trustee or board of trustees, the office of the superintendent of schools, general administration, the school business office, consulting costs not directly related to direct student services and programs, planning and all other administrative activities.



# Administrative Component

31

## □ Administrative component

FUNCTION OR ACCOUNT	SBM (ST-3) CODE	ADMIN.	PROGRAM	CAPITAL
Legal Services	1420.0	X	X	
Employee Benefits	9098.0	X	X	X
Board of Education	1099.0	X		
Central Admin	1240.0	X		
Finance	1399.0	X		
Personnel (HR)	1430.0	X		
Records Mgmt.	1460.0	X		
Public Information	1480.0	X		
Other Central Serv.	1699.0	X		
Other Spec. Items	1998.0	X		
Curr. Dev. & Sup.	2010.0	X		
Sup. Reg. School	2020.0	X		
Sup. Special School	2040.0	X		
Research, Eval & Plan	2060.0	X		

1310-Business Admin  
1320-Auditing  
1325-Treasurer  
1345-Purchasing  
1380-Other Finance

Purchasing		
48. Instructional Salaries	A1345.15	
49. Noninstructional Salaries	A1345.16	
50. Equipment	A1345.2	
51. Contractual and Other	A1345.4	
52. Materials and Supplies	A1345.45	
53. BOCES Services	A1345.49	3,726
54. Total Purchasing	A1345.0	3,726
Other Finance		
55. Fiscal Agent Fee	A1380.4	5,535
56. TOTAL FINANCE	AT1399.0	504,758

Lines 25-55

From : Budgeting Handbook 3, Appendix H, NYSED, Bureau of EMS

# Employee Benefits Allocation

32

- Acceptable to split employee benefits proportionally based on salaries in each category:

Admin		Program		Capital	
A1010.16	10,000	A2999.1s (net of supervision and research)	20,000,000	A1620.16	717,000
A1040.16	5,000	A5510.16	825,000	A1621.16	600,000
A1240.15	275,000	A5530.16	14,000		
A1240.16	100,000				
Other .1s	400,000	Other .1s	5,000		
Total	790,000	Total	20,844,000	Total	1,317,000
%	3.44	%	90.82	%	5.74
Fringe Allocation	206,400 (\$6 M x .0344)	Fringe Allocation	5,449,200 (\$20.844 M x .9082)	Fringe Allocation	344,400 (\$1.317 M x .0574)

A9098.0-  
Fringes:  
\$6,000,000

## Conversion of the Budget to Three Components

FUNCTION OR ACCOUNT	SBM (ST-3) CODE	ADMIN.	PROGRAM	CAPITAL
Board of Education	1099.0	X		
Central Admin	1240.0	X		
Finance	1399.0	X		
Legal Services	1420.0	X	X	
Personnel (HR)	1430.0	X		
Records Mgmt.	1460.0	X		
Public Information	1480.0	X		
Oper. Of Plant	1620.0			X
Maint. Of Plant	1621.0			X
Other Central Serv.	1699.0	X		
Judgments & Claims	1930.4			X
Refund of Taxes	1964.4			X
Other Spec. Items	1998.0	X		
Curr. Dev. & Sup.	2010.0	X		
Sup. Reg. School	2020.0	X		
Sup. Special School	2040.0	X		
Research, Eval & Plan	2060.0	X		
Instruction (Net of Supervision/Research)	2999.0		X	
Other Dist. Trans.	5510.0		X	
Purchase of Buses	5510.2			X
Garage Bldg.	5530.0		X	
Contract Transportation	5540.4		X	
Public Transportation	5550.4		X	
BOCES Transportation	5581.49		X	
Community Service	8099.0		X	
Employee Benefits	9098.0	X	X	X
Debt Service	9898.0			X
Transfers to Debt Serv	9901.96			X
Transfers to Capital	9950.9			X
Other Transfers	9951.0		X	
From : Budgeting Handbook 3, Appendix H, NYSED, Bureau of EMS				

# Contingent vs. Non-Contingent Expenses

34

## *Guiding Principles:*

- Ordinary contingent expenses are those necessary to provide the minimum services legally required to:
  - ✓ Operate and maintain school buildings and the educational program
  - ✓ Preserve the property of the district; and
  - ✓ Ensure the health and safety of students and staff
- *The Board of Education determines which appropriations constitute ordinary contingent expenses.*

# What Are Non-Contingent Expenses?

35

- Examples of non-contingent expenses include (but are not limited to):
  - ✓ Capital construction projects (transfer to capital fund),
  - ✓ Most equipment,
  - ✓ Certain student supplies (see next slide),
  - ✓ School bus purchases,
  - ✓ New multi-year school bus and building leases,
  - ✓ Other new multi-year contractual arrangements,
  - ✓ Rental of office equipment,
  - ✓ Salary increases for management confidential employees and any civil service employees not covered by a collective bargaining agreement with a recognized bargaining unit – (teachers, administrators, superintendent and other positions requiring SED certification, district clerk, district treasurer and internal claims auditor may receive salary increases)

Pupil supplies should be deemed to be those supplies that are essentially retained by the pupil such as writing pads, looseleaf binders, pencils, rulers, etc. and other supply items required by the pupil and which are readily available from sources other than the school district; all other supply items required by the educational program approved by the board of education but which are not readily available from sources other than the school district should be deemed to be teacher supplies and therefore a contingent expense.



The following is an illustrative list of supplies which may be deemed to be pupil supplies and which are readily available from sources other than the school district:

- lined composition paper, excluding wide lined primary paper
- typing paper
- carbon paper
- pencils, excluding primary pencils and special testing pencils
- pens
- erasers
- rulers, yardsticks
- notebooks, but not workbooks which are considered textbooks
- gym shorts
- t-shirts
- sneakers
- other personal athletic needs
- compass
- protractors
- crayons, excluding oversize primary crayons
- felt tipped pens
- paper clips
- rubber bands
- mucilage
- index cards, 3 x 5, 5 x 8



# Other Resources Available in the Budgeting Handbook

37

- [APPENDIX A](#) - Sample Budget Calendars
- [APPENDIX B](#) - Sample Budget Development Planning Guide
- [APPENDIX C](#) - QUESTIONS AND ANSWERS  (43KB)
- [APPENDIX D](#) - SAMPLE NOTICES
- [APPENDIX E](#) - SAMPLE PROPOSITIONS
- [APPENDIX F](#) - BOARD OF EDUCATION RESPONSIBILITY FOR THE DETERMINATION OF ORDINARY CONTINGENT EXPENSES
- [APPENDIX G](#) - Formal Opinion of Counsel No. 213 (1967)
- [APPENDIX H](#) - CONVERSION OF THE BUDGET TO THREE COMPONENTS
- [APPENDIX I](#) - Section 170.8 of the Commissioner's Regulations
- [APPENDIX J](#) - School District Budget Notice Format  (60.0 KB)



# What Would I Cut to Get to the Contingency Budget Limit?

38

- If the district had to go to a contingency budget the following rules apply:
  - ▣ Non-contingent expenditures would need to be removed
  - ▣ Need to comply with Administrative Expenditure Cap rules:

Administrative Expenditure Cap: administrative component of a contingency budget must not exceed the lesser of the percent the administrative component comprised in the prior year's budget (exclusive of the capital component) or the percent the administrative component comprised in the last defeated budget (exclusive of the capital component).

    - The percent of the administrative component equals the total of the appropriations comprising the administrative component divided by the total of the appropriations comprising the administrative and programmatic components of the budget. The capital component is excluded from this calculation.
- ▣ The tax levy for 24-25 can't be higher than the current year's levy

# Contingency Budget Example

## School District Budget Notice

Overall Budget Proposal	Budget Adopted for the 2022-23 School Year	Budget Proposed for the 2023-24 School Year	Contingency Budget for the 2023-24 School Year *
Total Budgeted Amount, Not Including Separate Propositions	\$102,698,000	\$106,691,303	\$105,099,338
Increase/Decrease for the 2023-24 School Year		\$3,993,303	\$2,401,338
Percentage Increase/Decrease in Proposed Budget		3.89%	2.34%
Change in the Consumer Price Index		8.00%	
A. Proposed Levy to Support the Total Budgeted Amount	\$69,233,000	\$70,824,965	
B. Levy to Support Library Debt, if Applicable	N/A	N/A	
C. Levy for Non-Excludable Propositions, if Applicable **	N/A	N/A	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy	N/A	N/A	
E. Total Proposed School Year Tax Levy (A + B + C - D)	\$69,233,000	\$70,824,965	\$69,233,000
F. Total Permissible Exclusions	\$3,040,754	\$3,175,738	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions	\$66,295,097	\$68,192,868	
H. Total Proposed School Year Tax Levy, <u>Excluding</u> Levy to Support Library Debt and/or Permissible Exclusions (E - B - F + D)	\$66,192,246	\$67,649,227	
I. Difference: G - H (Negative Value Requires 60.0% Voter Approval - See Note Below Regarding Separate Propositions) **	\$102,851	\$543,641	
Administrative Component	\$9,363,396	\$10,098,719	\$9,723,719
Program Component	\$77,928,526	\$81,705,998	\$80,899,633
Capital Component	\$15,406,078	\$14,886,586	\$14,475,986

\* A contingency budget would result in a reduction of approximately \$1.6M in budgetary appropriations including the potential elimination of new equipment, curbing of professional development and in-service training allocations, elimination of vacant, instructional positions which may result in increased teacher to student ratios or limitations in course availability, decreases to student supplies and resources, and delayed implementation of technology security safeguards.

At a minimum, \$1,591,965 (\$3,993,303-\$2,401,338) in reduced spending would need to occur.

Tax levy would need to remain the same.

Lower of Adopted or Proposed

	Adopted 22-23	Prop. 23-24	Contingency
Admin + Program	87,291,922	91,804,717	90,623,352
Admin/(Admin/Program)	10.70%	11.00%	10.70%



# Contingency Budget Q & A



40

- ❑ Cuts would need to be at least \$1,591,965.
- ❑ What if non-contingent expenditures were \$2 M?
  - ▣ *You would still need to remove the full \$2 M.*
- ❑ What if non-contingent expenditures were \$1 M?
  - ▣ *You would need to eliminate all non-contingent expenditures.*
  - ▣ *Plus, you would need to remove a minimum of an additional \$591,965 of contingent expenditures.*
- ❑ Do I have to recalculate the Admin Cap after I lower expenditures?
  - ▣ *Yes, and if no expenditures were removed from the Admin component, the Admin Cap may be too high and additional cuts would be necessary.*

# Conclusion

41

- ❑ Make sure all ESY programs are approved timely in advance of Summer 2024.
- ❑ Project Fund Balance now for PTRC and year-end planning.
- ❑ Review guidance on Three-Part Budget and the rules for contingency budgets.



# Questions?

42

## 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:*

April 17, 2024

May 15, 2024

June 26, 2024