

PUTTING STUDENTS FIRST



Knowledge Café

May 2025



State Aid and Financial Planning Service

~ Agenda ~

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- ❑ SBO Calendar for June 2025
- ❑ Kathy's Corner – Tips on reviewing key applications to ensure current staff have access and passwords are up-to-date for year-end submissions
- ❑ Key Reminders as 2024-25 Comes to a Close and 2025-26 Begins – Tips and Areas to Review to Maximize Revenues
- ❑ Questions and Answers

Congratulations on Surviving Another Budget Vote!

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SBO Calendar for June 2025

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Task	Due Date	Filing Requirement	Notes	Priority
Calculate IDEA Section 611 and 619 per student sub-allocations using SED worksheet and prepare provider contracts	6/1	Annually		Recommended Best Practice
Ensure that the application for the new extended school year (July-August) special education program(s) is (are) filed by June 1st. See: ESY Application Procedures	6/1	Annually		Required
Publish bids for new pupil transportation contracts by June 1st (other than for students with disabilities)	6/1	Annually		Required
The Application for Approval of Summer Secondary School Driver and Traffic Safety Education" must be postmarked no later than June 1st (due every 3 years)	6/1	Annually		Required
Budget revoke legal notice (only if proposed 2025-26 budget was defeated in May). The first publication is due 14 days before the revote .	6/4	Annually	If Applicable	Required
Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revoke .	6/4	Annually	If Applicable	Required
Hold Budget Hearing 7-14 days prior to Budget Revoke Day . Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.	6/11	Annually	If Applicable	Required



SBO Calendar for June 2025

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Task	Due Date	Filing Requirement	Notes	Priority
Mail budget notice to voters the day after the hearing but no later than 6 days before revote day.	6/12	Annually	If Applicable	Required
Statewide budget revote day is June 17, 2025 (third Tuesday of June). If a district decides to adopt a contingency budget, there will be no increase in the tax levy over the prior year. Boards of education are not obligated to hold a second budget vote and may adopt a contingency budget after the voters reject a proposed budget. If the BoE decides to hold a second vote, the legal notice must be published once each week in the two weeks preceding the vote, with the first publication at least 14 days before vote day (June 3, 2025). Hold Budget Hearing no later than seven days before vote day (June 10, 2025) and mail revised budget notice to voters the day after the hearing. BoE must adopt a contingency budget after second budget defeat.	6/17	Annually	If Applicable	Required
File NYS Sales Tax Return for quarterly filers	6/20	Quarterly	The filing requirement for sales tax is based on tax due and is either annual or 4 times per year. Due June 20th for the months of March, April and May if filing on a quarterly basis.	Required
Billings (transportation, use of facilities, health services, parentally placed non-public etc.)	6/30	Monthly		Recommended Best Practice





SBO Calendar for June 2025

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Task	Due Date	Filing Requirement	Notes	Priority
Budget Status Reports to Board of Education including revenue and appropriation status reports	6/30	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
Cash Flow and Fund Balance - review for accuracy	6/30	Monthly		Recommended Best Practice
Charge back fringe benefits to School Food Service and Special Aid Fund grants/projects	6/30	Annually		Recommended Best Practice
Close any open petty cash funds	6/30	Annually		Recommended Best Practice
Compensated Absences - begin data gathering	6/30	Annually	This information is needed as part of the audit to isolate the cost of what is owed to each employee (based on contractual language) in the event they leave or retire from the school.	Recommended Best Practice
Continuing Employment Notices - to teaching and 10-month non-teaching staff	6/30	Annually	Salary statements (or employment notices) - are not applicable to all school districts. The basic purpose is to give salary information to the employee for the upcoming <u>year</u> , while also assuring a position in the fall (the employee signs off and this prevents claiming unemployment during the summer).	Recommended Best Practice



SBO Calendar for June 2025

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Task	Due Date	Filing Requirement	Notes	Priority
Ensure application for approval of bus/vehicle purchase (for any bus/vehicle delivered since January) have been submitted and certified within SAMS	6/30	Semi-Annually	Ensure Superintendent certifies the Bus Purchase Approval before 6/30 to receive one semi-annual payment of aid on the assumed debt service in 2025-26.	Recommended Best Practice
Evacuation drills - 12 total for school year	6/30	Annually	By the end of school year - <u>has to</u> be during instructional time not after session ends.	Required
Federal and State Cafeteria Reimbursement Form	6/30	Monthly		Recommended Best Practice
Maintain budget codes to prevent negative balances	6/30	Annually		Required
Monthly Profit/Loss Statements for School Food Service	6/30	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Payroll Reports – ERS/TRS Payments and Reports	6/30	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	6/30	Monthly	Capital Project Final Cost Reports - prepare any FCRs that are due by June 30th (Early Aid Start Projects, Capital Outlay Exception Aid Projects, and Other Projects with Commissioner Approval Dates prior 7/1/2011). See Appendix H for due dates.	Recommended Best Practice
Prepare for year-end financial statement audit	6/30	Annually		Recommended Best Practice
Reconcile 2024-25 State Aid received to date	6/30	Semi-Annually	Use SAP's State Aid Reconciliation Template. Available in December 2024 after 2024-25 Output Reports are open to the public.	Recommended Best Practice
Review BOCES invoices for appropriate services and charges	6/30	Monthly		Recommended Best Practice
Review DCERT (LRE assurance) for all continuing 2024-25 10-month private special education placements.	6/30	Annually		Required



SBO Calendar for June 2025

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Task	Due Date	Filing Requirement	Notes	Priority
Review outstanding checks	6/30	Semi-Annually		Recommended Best Practice
Review STAC Statute of Limitations for June 30th	6/30	Annually	To be included in the August payment, school districts must verify High Cost Public STAC records for the September 2023 - June 2024 period using the DV PUB screen on the STAC Online System. Online verification must be completed by June 30, 2025 to receive current year funding for the 2023-24 school year's costs.	Recommended Best Practice
Revise the prior school year's aid claim, if applicable, by June 30th	6/30	Annually	The statute of limitation allows changes to be considered by SED only if they are received within one year of the close of the school year for which the data is submitted. For example, 2023-24 aid claim data must be amended by June 30, 2025. To qualify for prior year funding, school districts must verify any remaining High Cost Public STAC records for the September 2022 - June 2023 period using the DV PUB screen on the STAC Online System. June 30, 2025 is the final deadline to qualify for additional reimbursement for the 2022-23 school year's costs. A memo with information about all the June 30, 2025 deadlines will be issued in early June	Recommended Best Practice
School District and BOCES: Report all changes to 2024-25 aid claims to affect September final payment of 2024-25 aid.	6/30	Annually	Aid increases generated by submissions after 6/30 will be added to the prior year queue and paid as funds become available.	Required
School Districts and BOCES: Report all changes to 2023-24 aid claims to receive prior year adjustments.	6/30	Annually	Prior year supplemental payments will be added to the queue and paid as funds become available.	Required



SBO Calendar for June 2025

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Task	Due Date	Filing Requirement	Notes	Priority
State and Federal Projects - review of expenditures and revenues. Submit FS-25's request for funds to Grants Finance	6/30	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 Internal Audit Exemption certification through the Business Portal by June 30th (if applicable)	6/30	Annually		Required
Summer Repair and Maintenance - set up and work schedule	6/30	Annually		Recommended Best Practice
The last date that SED can accept final cost reports for Pre-Chapter 97 and Capital Outlay Exception projects certified as complete in calendar year 2023 (per the statute of limitations) is June 30, 2025	6/30	Annually		Required
Treasurer's Report	6/30	Monthly	Report on prior month's activities	Required
Verify that all available recommended financial reports are posted on the district's website if not already completed prior to June 30th	6/30	Annually	School districts are required to provide the public with transparent and comprehensive financial information. These documents should also be posted in a location that makes them easy to find. The recommended financial reports are: (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. Financial Plans.	Recommended Best Practice



SBO Calendar for June 2025

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Task	Due Date	Filing Requirement	Notes	Priority
Verify that all available required financial reports are posted on the district's website if not already completed prior to June 30th	6/30	Annually	School districts are required to provide the public with transparent and comprehensive financial information. These documents should also be posted in a location that makes them easy to find. The required financial reports are: (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



Topics Covered Last May



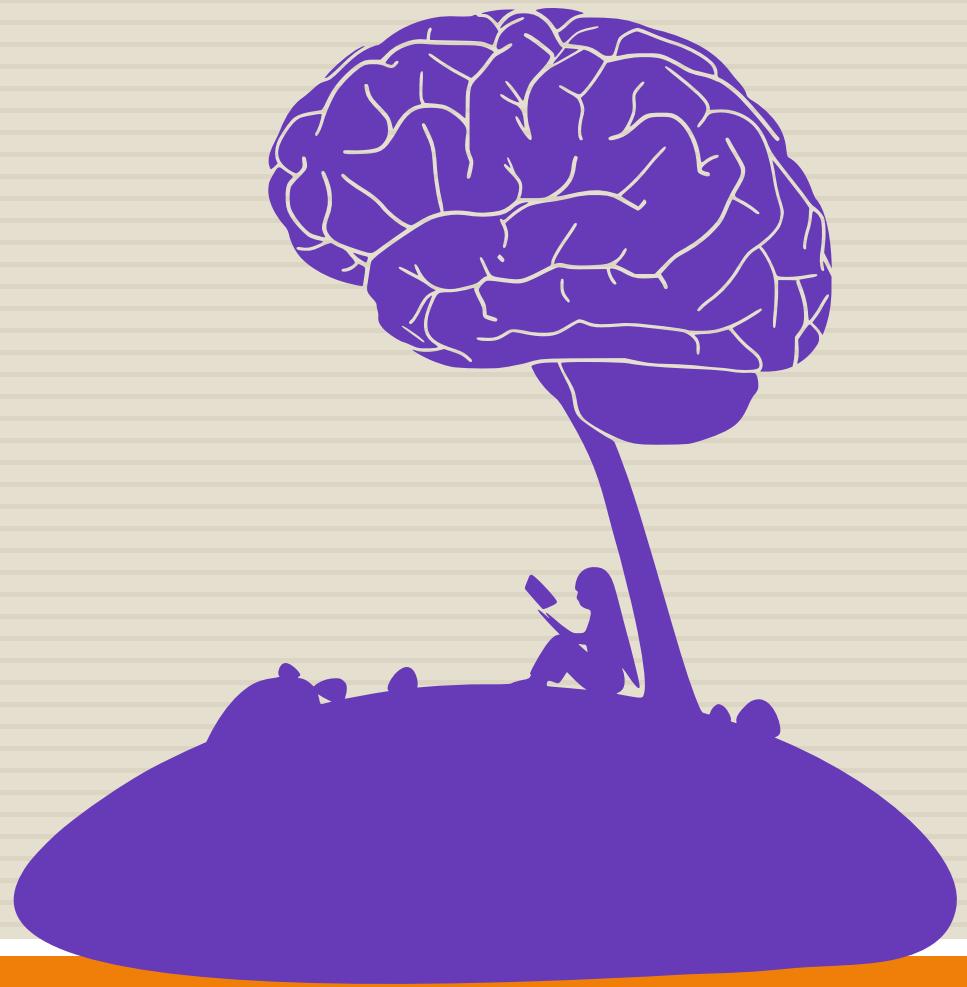
11

■ Building Aid

- Requirements for building aid to flow
- Contacts at Facility Planning
- Overview of a FCR
- How Early Aid Projects and Capital Outlay Projects work
 - How aid is paid
 - Special FCR requirements

■ IDEA Grants

- Allocations for Section 611/619
 - How grants are determined based on district counts, ASEP counts and parentally placed children counts
 - MOE requirements



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Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL

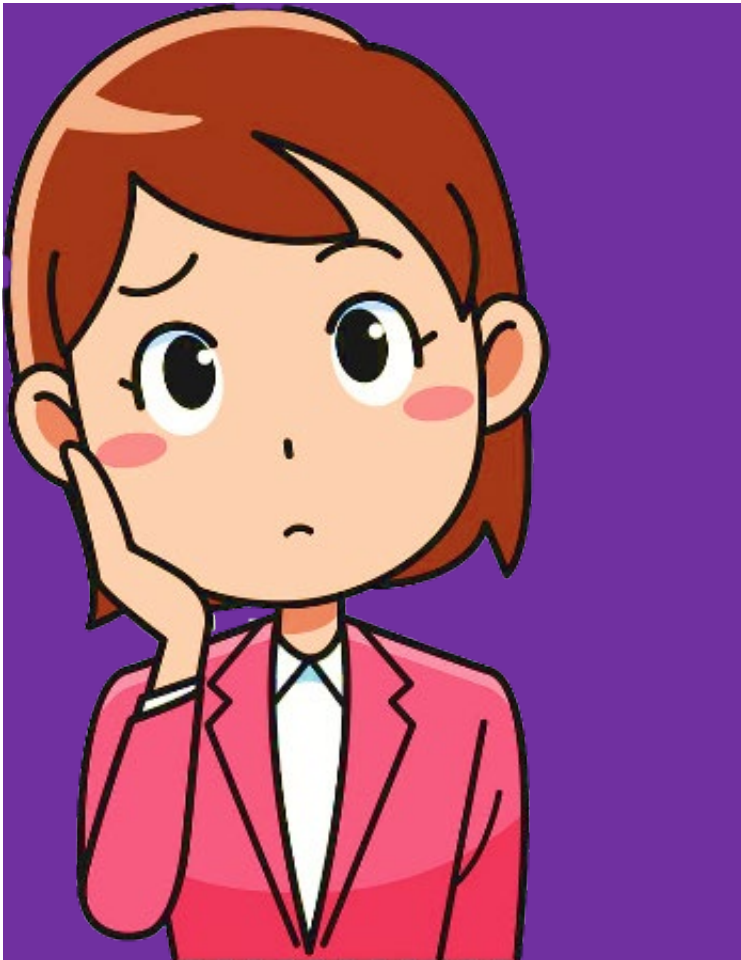
Presentation available at: <https://www.questar.org/knowledge-cafe/>

Kathy's Corner

Now is a Great Time to
Update Passwords, Verify
Who has Access to Various
Key Applications and Ensure
SED has Your District's
Current Contact Information

Application Access and Passwords

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- Annually it is a good idea to review who has access to key applications and determine who should be added and/or removed.
- With important financial submissions coming up, it is also a good time to update passwords!

Review the “Entity Info” Tab

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Entity Name

BEDS Code

Claim Year [SET VALUES](#)

SAMS
NEW YORK STATE EDUCATION DEPARTMENT
STATE AID MANAGEMENT SYSTEM

Welcome / (School Entity User) CORE Home | Issue Reporting | Help | Logout

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

Communications from SED are sent out based on the individuals noted here.

Key Contacts Include:

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

Take a few minutes to ensure they are all current and emails/phones are up-to-date!

Review Applications in the Business Portal with the Superintendent

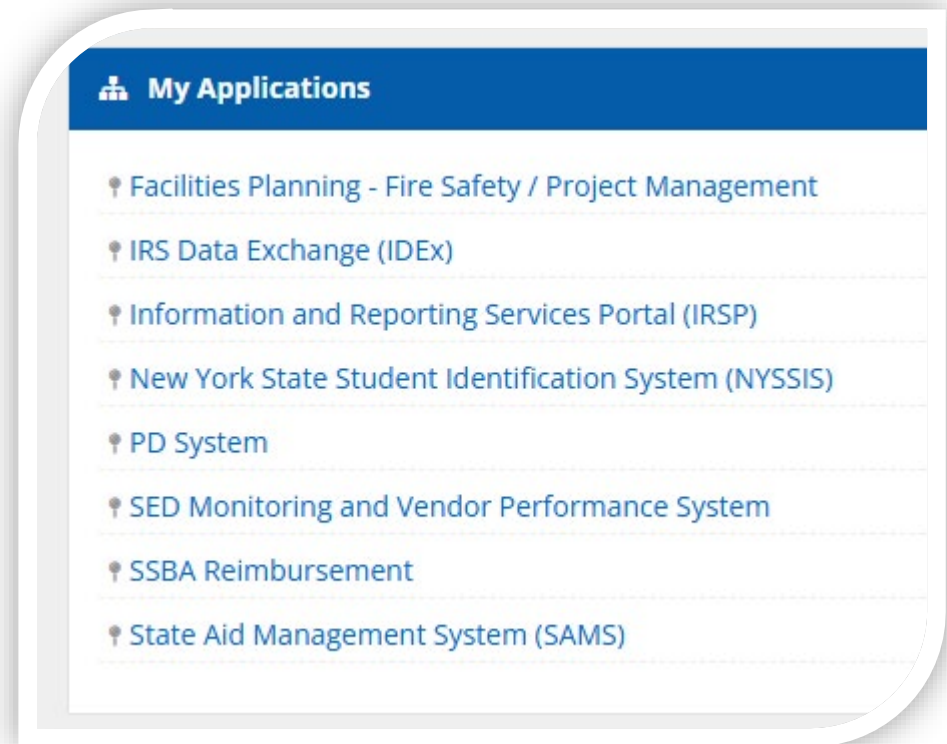
16

Make sure that those that relate to the Business Office:

The current person(s) responsible for that area has access and the ability to add/delete/submit, as appropriate.

Extra care should be taken for those areas that you don't use all the time, such as SSBA claiming and/or IRS Data Exchange (IDEx).

Make sure at least one person can access and submit in all key areas!





Other Areas to Check

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- ❑ State Aid Planning – do we have your current information?
 - ❑ We send emails at least one time a week – are you getting them?
 - Let us know if you are having issues: dmarkell@questar.org
- ❑ SAM.gov – make sure to keep this password up-to-date!
 - ❑ SAM.gov is for entities that do business with the federal government (like us!).
 - ❑ We understand it is a challenge to re-establish your access, if you let your password lapse.

POLL



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Shifting Mindsets

Moving from 24-25 School Year to 24-25 Closing to 25-26 School Year Preparation

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

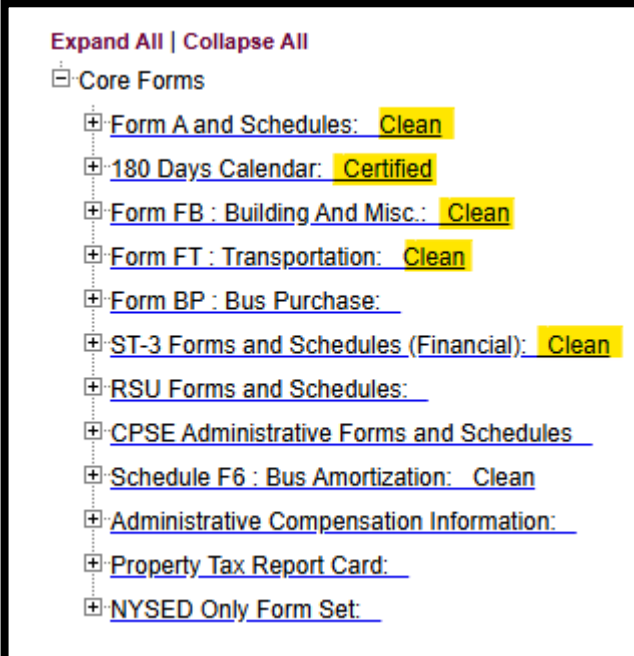
19

Preparing for the Year End

Get Your Claim Forms Finalized

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- Review SAMS to see that all your claims are “Clean”
 - ▣ If not, now is the time to resolve open issues
 - Review the last Edit Report for guidance
 - Usually reviewer has noted key issues at the bottom of the report or noted they sent you an email with further instructions
 - ▣ For 180 Day Calendar, check to see that it is “Certified”



The screenshot shows a web interface for reviewing claim forms. At the top, there are links for 'Expand All' and 'Collapse All'. Below this is a section titled 'Core Forms' with a minus sign icon. A list of forms follows, each with a plus sign icon and a status label in a yellow box. The forms and their statuses are: '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', 'Schedule F6 : Bus Amortization: Clean', 'Administrative Compensation Information:', 'Property Tax Report Card:', and 'NYSED Only Form Set:'.

Form Name	Status
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	
Schedule F6 : Bus Amortization:	Clean
Administrative Compensation Information:	
Property Tax Report Card:	
NYSED Only Form Set:	

Verify Form BP Is Finalized



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Open the Form BP claim tree and make sure all new buses are listed and have been certified by the Superintendent

Form BP : Bus Purchase:
 [Bus Purchase Approval Form](#)
 [Bus Purchase Certification Form](#)

Bus Purchase Approval Data

Note: Click On A Bus Number Below To View The Bus Form. To View All Bus Form Data For All Buses With An Aid Start Year Of 2017-2018 Or Later, Select "Reports" From The Main Menu, Then Bus Purchase Reports → Bus Detail Report.



Bus Number	Vin Number	Gross Cost	PO Date	Status	Status Date	Approved Cost For Aid	Certified Date
0008	4UZABRFC3MCMJ9738	138069	07/11/2022	CERT	02/14/2024	138069	02/09/2023
0009	4UZABRFCXSCVB1826	172363	10/04/2023	CERT	09/27/2024	172363	06/24/2024
0016	4UZABRFC6LCLJ1029	123445	07/11/2022	CERT	02/14/2024	123445	02/09/2023
0017	4UZABRFC7MCMF2172	125851	07/11/2022	CERT	02/14/2024	125851	02/09/2023
0018	4UZABRFC9MCMF2173	125851	07/11/2022	CERT	02/14/2024	125851	02/09/2023
0019	4UZABRFC5RCUE4286	135529	07/11/2022	CERT	02/14/2024	135529	05/22/2023
0020	4UZABRFC7RCUE4287	135529	07/11/2022	CERT	02/14/2024	135529	05/22/2023
0021	4UZABRFC9RCUE4288	135529	07/11/2022	CERT	02/14/2024	135529	05/22/2023
0022	4UZABRFC2SCUW6207	163365	10/04/2023	CERT	09/27/2024	163365	06/24/2024
0023	4UZABRFC4SCUW6208	163365	10/04/2023	CERT	09/27/2024	163365	06/24/2024
0024	4UZABRFC6SCUW6209	163365	10/04/2023	CERT	09/27/2024	163365	06/24/2024
0025	4UZABRFC2SCUW6210	163365	10/04/2023	CERT	09/27/2024	163365	06/24/2024
0026	4UZABRFC4SCUW6211	163365	10/04/2023	CERT	09/27/2024	163365	06/24/2024
0027	4UZABRFC6SCUW6212	163365	10/04/2023	CERT	09/27/2024	163365	06/24/2024
0088	1GB3GRB78N1157868	63153	07/11/2022	CERT	02/14/2024	63153	02/09/2023
0089	1GB3GRB73N1158295	63154	07/11/2022	CERT	02/14/2024	63154	02/09/2023
0090	2C4RC1BG6RR111329	43071	06/06/2024	CERT	10/15/2024	13596	10/15/2024
0090	2C4RC1BG7NR212843	42423	08/31/2022	CERT	02/14/2024	42423	02/09/2023
0091	2C4RC1BG9NR212844	42423	08/31/2022	CERT	02/14/2024	42423	02/09/2023
0092	4UZABRFC1SCVB1827	165394	10/04/2023	CERT	09/27/2024	165394	06/24/2024

Verify RSU and/or CPSE Admin are Completed

22

- ✓ If you operated one or more ESY special education classes in Summer 2023, Supplemental Schedules SS-10 thru SS-16 needs to be completed with the costs of the program so you get a final rate set for Summer 2023.
- ✓ If you have a Committee on Preschool Special Education (CPSE) then verify that Supplemental Schedules SS-31 thru SS-34 are complete.
- ✓ Make sure the Superintendent certified each section too!

RSU Forms and Schedules:		
A. SS-10 thru SS-16:		
SS-10 Revenues and Administration Expenditures		
SS-11 Direct Care and Facility Expenditures		
SS-12 Expenditures in Other Districts		
SS-13 Personal Services by FTE and Job Code		
SS-14 Student FTE of Enrollment		
SS-16 Detail of Administrative, Direct Care and Facility Costs		
B. SS-20 thru SS-27:		
RSU Edit Report		
RSU Certification		
CPSE Administrative Forms and Schedules		
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		
CPSE Administrative Edit Report		
CPSE Administrative Certification		
		Not done!

Any Additional Aid You Can Claim?

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- ❑ Excess Cost Aid – are all eligible students from 2023-24 entered and verified in STAC system?
- ❑ Homeless Aid – are all eligible students from 2023-24 entered and verified in STAC system?
- ❑ Check the Gold Star Reports to ensure those entered have been verified:
 - ❑ https://www.oms.nysed.gov/stac/schoolage/payments/online_verification_status.html

Example of Gold Star Report

24

Updated: 4/2/2025

Verified by District

Date	Total Count	Total Not Verified	Total Verified	Reviewed/ Locked by SED	Not Reviewed by SED
2-Apr	32,686	4,396	28,290	823	27,467
3-Mar	32,484	4,997	27,487	647	26,840
3-Feb	32,412	5,228	27,184	531	26,653
2-Jan	32,300	5,598	26,702	246	26,456
2-Dec	32,233	5,897	26,336	90	26,246

10-month High Cost Public 2023-24 (In-District, BOCES, & Other-District)

SED Code	School District	Total Count	Total Not Verified	Total Verified	Reviewed & Locked by SED	Not Reviewed by SED
			*	0	0	0
		3	1	2	0	2
		20	*	20	10	10
		3	2	1	0	1
		1	*	1	0	1
		11	*	11	0	11
			*	0	0	0
		50	*	50	10	40
		1	1	0	0	0
		24	*	24	0	24
		3	*	3	3	0
		5	5	0	0	0
		3	*	3	3	0
			*	0	0	0
		9	9	0	0	0
		5	*	5	0	5
			*	0	0	0
			*	0	0	0
		6	4	2	0	2
		1	1	0	0	0
			*	0	0	0
			*	0	0	0
		4	4	0	0	0

Look for your district here.

This report let's you know if all the children your district has claimed have been verified or not.

It doesn't know if all the children that should have been claimed were actually claimed.

Check the Transportation Stops Report

25

Updated: 4/2/2025

Statewide

Date	2021-22 Stops	2022-23 Stops	2023-24 Stops	2024-25 Stops
2-Apr	137	130	342	495
3-Mar	139	136	344	537
3-Feb	139	136	355	427
2-Jan	145	137	385	256
2-Dec	145	137	385	172

Summer Transportation Stops: Summer §4408, Summer §4408 Related Services, Summer Chapter, & Summer §4201
(Verified Transportation Costs ≥ \$6,500)

School District		Total Count of Records with Transportation Costs Verified in Excess of \$6,500			
SED Code	School District	2021-22	2022-23	2023-24	2024-25
*		2	4	8	
*		*	6	4	
*		*	*	1	
*		*	1	*	
*		*	1	1	
*		*	*	10	
1		*	*	*	
*		*	*	1	
*		*	*	2	
*		*	*	4	
*		1	*	2	
*		7	10	*	
*		*	*	4	
*		*	*	9	
1		*	*	*	
*		2	4	3	
*		*	*	5	
*		*	*	9	
2		*	*	*	
*		*	*	3	
*		*	3	*	
*		4	*	*	

For Transportation for Summer ESY programs, if the cost is \$7,000 or more (previously \$6,500) then you need to show proof of the cost to be paid.

Summers 21, 22, 23 and 24 are currently open.

Potential
Minimum
Loss of
\$5,200-
\$5,600 per
child!

Any Additional Aid You Can Claim?

26

- Are there Final Cost Reports for capital projects that are finished that can be completed?
 - ▣ Requirements for aid to flow:
 - 18 months since CAD
 - CSC filed
 - FCR filed
 - SA-139 filed timely
 - If not done timely, aid will be included in the next State Budget and aid will not be paid until then!
 - *Get SA-139 done on any project bid so this isn't an issue in the future!*

18 Months After CAD

27

```
*****
PROJECT NUMBER: 0005-019    PROJECT NAME:    MIDDLE SCHOOL
VOTER AUTHORIZATION DATE: 05/18/2021 BLD4    ** CHAPTER 97 **

      JULY 2023      INTERIM YEARS      JULY 2038
ASSUMED PAYMENTS:      1                2                1
DEBT SERVICE:          9,715            19,430            9,715
AMORTIZED PRINCIPAL:    248,436    CAPITAL OUTLAY:    243,240
CMMSR APP DATE: 04/06/22    DATE CONTRACT SIGNED: 04/26/22 INT RATE: .021250 PPU: 15
FINAL CSC RECEIVE DATE: 07/17/2023    FINAL FCR RECEIVE DATE: 04/24/2024
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 04/24/2024
*****
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*****
PROJECT NUMBER: 0005-020    PROJECT NAME:    MIDDLE SCHOOL
VOTER AUTHORIZATION DATE: 05/18/2021 BLD4    ** CHAPTER 97 **

      JULY 2023      INTERIM YEARS      JULY 2038
ASSUMED PAYMENTS:      1                2                1
DEBT SERVICE:          36,160            72,320            36,160
AMORTIZED PRINCIPAL:    924,733    CAPITAL OUTLAY:    905,391
CMMSR APP DATE: 03/09/22    DATE CONTRACT SIGNED: 04/26/22 INT RATE: .021250 PPU: 15
FINAL CSC RECEIVE DATE: 11/27/2023    FINAL FCR RECEIVE DATE: 04/24/2024
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 04/24/2024
*****
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4/6/22 plus 18 months = 10/6/23, so a full year of aid could have started in 2023/24

3/9/22 plus 18 months = 9/9/23, so a full year of aid could have started in 2023/24

FCR Done 4/24/2024

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CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 04/24/2024
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ASSUMED PAYMENTS:           1                        2                        1
DEBT SERVICE:               36,160                    72,320                    36,160
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CMMSR APP DATE: 03/09/22    DATE CONTRACT SIGNED: 04/26/22 INT RATE: .021250 PPU: 15
FINAL CSC RECEIVE DATE: 11/27/2023    FINAL FCR RECEIVE DATE: 04/24/2024
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 04/24/2024
*****
```

FCR completed
4/2024 so now first
year of aid still could
have been 23/24, but
only ½ year of aid as
FCR done after 1/1/24

On the report it shows
aid starting with a ½
year in 23/24

CSC and SA-139 Done Too!

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*****
PROJECT NUMBER: 0005-019    PROJECT NAME:    MIDDLE SCHOOL
VOTER AUTHORIZATION DATE: 05/18/2021 BLD4    ** CHAPTER 97 **

      JULY 2023                INTERIM YEARS                JULY 2038
ASSUMED PAYMENTS:           1                        2                        1
DEBT SERVICE:                9,715                    19,430                    9,715
AMORTIZED PRINCIPAL:         248,436    CAPITAL OUTLAY:    243,240
CMMSR APP DATE: 04/06/22    DATE CONTRACT SIGNED: 04/26/22 INT RATE: .021250 PPU: 15
FINAL CSC RECEIVE DATE: 07/17/2023    FINAL FCR RECEIVE DATE: 04/24/2024
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 04/24/2024
*****
```

```
*****
PROJECT NUMBER: 0005-020    PROJECT NAME:    MIDDLE SCHOOL
VOTER AUTHORIZATION DATE: 05/18/2021 BLD4    ** CHAPTER 97 **

      JULY 2023                INTERIM YEARS                JULY 2038
ASSUMED PAYMENTS:           1                        2                        1
DEBT SERVICE:                36,160                    72,320                    36,160
AMORTIZED PRINCIPAL:         924,733    CAPITAL OUTLAY:    905,391
CMMSR APP DATE: 03/09/22    DATE CONTRACT SIGNED: 04/26/22 INT RATE: .021250 PPU: 15
FINAL CSC RECEIVE DATE: 11/27/2023    FINAL FCR RECEIVE DATE: 04/24/2024
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 04/24/2024
*****
```

SA-139 Submittal Dates Do Matter!

Although, everything was done by the time the FCR was complete, since the SA-139 was submitted with the FCR the cash payment of aid for 23/24 is delayed until July 2025

When is the Aid Coming?

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- For aid to be paid from 23/24 State Budget:
 - ▣ SA-139 would have needed to be submitted by 9/30/22
- For aid to be paid from 24/25 State Budget:
 - ▣ SA-139 would have needed to be submitted by 9/30/23
- For aid to be paid from 25/26 State Budget:
 - ▣ SA-139 would have needed to be submitted by 9/30/24
- So, in 25/26 will be paid for ½ year of 23/24 as Deferred Building Aid in 7/25, a full year of 24/25 as Deferred Building Aid in 7/25 and a full year of 25/26 as regular Building Aid during 25/26 – plan for it!

Calculating the Building Aid

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```

PROJECT NUMBER: 0005-019    PROJECT NAME:    MIDDLE SCHOOL
VOTER AUTHORIZATION DATE: 05/18/2021 BLD4    ** CHAPTER 97 **

      JULY 2023      INTERIM YEARS      JULY 2038
ASSUMED PAYMENTS:    1                2                1
DEBT SERVICE:        9,715            19,430            9,715
AMORTIZED PRINCIPAL: 248,436          CAPITAL OUTLAY: 243,240
CMMSR APP DATE: 04/06/22    DATE CONTRACT SIGNED: 04/26/22 INT RATE: .021250 PPU: 15
FINAL CSC RECEIVE DATE: 07/17/2023    FINAL FCR RECEIVE DATE: 04/24/2024
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 04/24/2024
  
```

```

PROJECT NUMBER: 0005-020    PROJECT NAME:    MIDDLE SCHOOL
VOTER AUTHORIZATION DATE: 05/18/2021 BLD4    ** CHAPTER 97 **

      JULY 2023      INTERIM YEARS      JULY 2038
ASSUMED PAYMENTS:    1                2                1
DEBT SERVICE:        36,160           72,320           36,160
AMORTIZED PRINCIPAL: 924,733          CAPITAL OUTLAY: 905,391
CMMSR APP DATE: 03/09/22    DATE CONTRACT SIGNED: 04/26/22 INT RATE: .021250 PPU: 15
FINAL CSC RECEIVE DATE: 11/27/2023    FINAL FCR RECEIVE DATE: 04/24/2024
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 04/24/2024
  
```

```

PROJECT NUMBER: 0003-020    PROJECT NAME:    ELEMENTARY SCHOOL
VOTER AUTHORIZATION DATE: 05/18/2021 BLD4    ** CHAPTER 97 **

      JULY 2023      INTERIM YEARS      JULY 2038
ASSUMED PAYMENTS:    1                2                1
DEBT SERVICE:        22,333           44,666           22,333
AMORTIZED PRINCIPAL: 571,132          CAPITAL OUTLAY: 559,186
CMMSR APP DATE: 03/09/22    DATE CONTRACT SIGNED: 04/12/22 INT RATE: .021250 PPU: 15
FINAL CSC RECEIVE DATE: 11/27/2023    FINAL FCR RECEIVE DATE: 04/24/2024
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 04/24/2024
  
```

	23/24	24/25
#0005-019	9,715	19,430
#0005-020	36,160	72,320
#0003-020	22,333	44,666
Total	68,208	136,416
Aid Ratio	.355	.355
Deferred Aid	<u>24,214</u>	<u>48,428</u>
		25/26
Building Aid		<u>48,428</u>

Calculating the Building Aid

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2025-26 EXECUTIVE BUDGET PROPOSAL BUILDING AID

DISTRICT CODE:
DISTRICT NAME:

SEE NOTE BELOW

TIER 1: PROJ APPRVD < 7/1/98	
CURRENT AV/RWADA AID RATIO	0.25500
SEL RATIO FOR 24-25 BLDG AID	0.359
TIER 1 SELECTED AID RATIO	0.35900
LEGEND FOR CURR YR BLDG AID	
TIER 2: PROJ APPRVD >= 7/1/98	23-24 BLD AR
INCENTIVE DECIMAL	0.10000
TIER 2 SELECTED AID RATIO	0.45900
TIER 3: PROJ APPRVD >= 7/1/00	
SEL RATIO FOR 99-00 BLDG AID	0.000
LOW INCOME AID RATIO	0.00000
SELECTED RATIO	0.25500
INCENTIVE DECIMAL	0.10000
TIER 3 SELECTED AID RATIO	0.35500
TIER 4: PROJ APPRVD >= 7/1/05	
LOW INCOME AID RATIO	0.00000
SELECTED RATIO	0.25500
N/RC CATEGORY CODE (2003)	6
HNSBAR, IF N/RC CODE < 5	0.00000
INCENTIVE DECIMAL	0.10000
TIER 4 SELECTED AID RATIO	0.35500
BUILDING LEASE EXP (TIERS 1-4)	0
AMORT (RETRO) EXP (TIERS 1-4)	0
AMORT (PROSP) EXP (TIERS 1-4)	4,831,262
AMORT (CAP OUT)EXP (TIERS 1-4)	7,775
24-25 DEFERRED EXP (TIERS 1-4)	136,416
23-24 DEFERRED EXP (TIERS 1-4)	68,208
NYC UNCONFIRMED EXP(TIERS 1-4)	0
REFUND/REFIN EXP AR(TIERS 1-4)	0
REFUND/REFIN EXP100(TIERS 1-4)	0
BUILDING LEASE AID (TIERS 1-4)	0
AMORT (RETRO) AID (TIERS 1-4)	0
AMORT (PROSP) AID (TIERS 1-4)	1,715,098
AMORT (CAP OUT)AID (TIERS 1-4)	2,791
24-25 DEFERRED AID (TIERS 1-4)	48,428
23-24 DEFERRED AID (TIERS 1-4)	24,214

	23/24	24/25
#0005-019	9,715	19,430
#0005-020	36,160	72,320
<u>#0003-020</u>	<u>22,333</u>	<u>44,666</u>
Total	68,208	136,416
Aid Ratio	.355	.355
Deferred Aid	24,214	48,428

Tip: Check that
all SA-139s are
submitted timely!

Other Year End Considerations

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- State and Federal grants – for grants ending June 30th, make sure that all desired purchases are ordered by June 30th
- Review the audit process and what will be needed
 - ▣ Schedule fieldwork, Audit Committee meetings, Board meeting, etc.
 - ▣ Schedule GFA inventory, GASB 75, assistance with GASB 87 and GASB 101

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Preparing for Next Year



Reminders for the New Year

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- Budget for 25-26 has been approved!
 - ▣ Post final version on the website
 - ▣ Distribute budget to administrators/admin support
 - ▣ Review budget with Business Office staff
 - What's changing that they need to know about?
- IDEA grants start 7/1/25
 - ▣ Ensure grant applications and MOE are prepared timely
- Bus contracts – new CPI will be available in June at: <https://stateaid.nysed.gov/trans/contract.htm>

Reminders for the New Year



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- Summer Extended School Year (ESY) programs
 - ▣ For any new or revised programs, make sure your program is approved by June 1st
- Is there anything you want to change for next year?
 - ▣ New attorney, auditors, architect, banks, insurance company, Board of Education meeting schedule, etc.?
 - Now is the time to do RFPs/bring changes forward
 - ▣ New policies and procedures?
 - Need to develop plan for how changes will be rolled out and implemented



Conclusion



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- Congratulations again that the budget for 2025-26 has been approved!
- After you give yourself a short break, it will be time to begin preparing for year-end.
 - Review the areas outlined today either to see what you still may want to do before year-end or to feel good that you are all set for the year-end!
 - If you have a newer Treasurer, please note that we will cover year-end accounting issues in the June Tea Time webinar (June 24th at 10:00 a.m.).
 - Efforts made now to make sure all stakeholders understand what is, and isn't, in the 25-26 budget should save you time going forward!

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>



2024-25 Webinar Schedule:

07/17/24	01/22/25
08/14/24	02/19/25
09/18/24	03/19/25
10/29/24	04/16/25
11/20/24	05/21/25
12/18/24	06/18/25