

PUTTING STUDENTS FIRST



# **TeaTime**

***A Resource for District  
Treasurers***

State Aid and Financial Planning Service



# Areas to be Discussed Today

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- ❑ When to use H5730 - Bond Anticipation Note revenue vs. H5731 - BANS Redeemed from Appropriations
- ❑ July Deferred Building Aid payments – What causes them and how should I record them?
- ❑ Mid-Year Review

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## H5730 vs. H5731

What Are These Accounts? When Do You Use Each One?



# Revenue Codes in the Capital Fund

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	Account	2022-23 School Year SED File (Prior)	2023-24 School Year DP Code 65 (Actual)
<b>COMBINED TOTAL REVENUES</b>			
Revenues			
Interest and Earnings	H2401 1		
Insurance Recoveries	H2680 2		
Refunds of Prior Year Expenditures	H2701 3		
Gifts and Donations	H2705 4		
Premium on Obligations	H2710 5		
Other Miscellaneous	H2770 6		
State Source, EXCEL Aid (excluding Smart Schools Bond Act revenue)	H3297 7		
State Source, Smart Schools Bond Act	H3297 8		
State Sources, Other (excluding Smart Schools Bond Act revenue)	H3297 9		
Federal Sources	H4297 10		
Interfund Transfers			
Interfund Transfers from General Fund	H5031 11		
Interfund Transfers, Other	H5031 12		
Proceeds of Long-term Debt			
Term Bonds	H5700 13		
Serial Bonds	H5710 14		
Statutory Installment Bond	H5720 15		
Bond Anticipation Notes	H5730 16		
Bond Anticipation Notes Redeemed From Appropriations	H5731 17		
Capital Notes	H5740 18		
Subscription-Based Information Technology Arrangements	H5781 19		
Installment Purchase Debt	H5785 20		
Leases	H5788 21		
Other Debt (Specify)	H5789 22		
Capital Reserve			
Interest and Earnings	HR2401 23		
Interfund Transfers	HR5031 24		
TOTAL CAPITAL FUND REVENUES, INTERFUND TRANSFERS, AND PROCEEDS OF LONG-TERM DEBT	HT5999 25		

# H5730-Bond Anticipation Note

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- This is a revenue account.
- This account should rarely be used.
- School districts are allowed to issue a BAN with a maturity date of up to two years.
  - ▣ Almost always BANs are issued for one year.
  - ▣ When issued for two years, the debt is considered long term and revenue is recognized when it is issued, similar to a serial bond.
    - In this situation H5730-BAN is used.

# Local Finance Law §23

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## Local Finance Law Section 23.00

### Bond anticipation notes

- a. Bond anticipation notes may be issued by any municipality, school district or district corporation in anticipation of the sale of bonds. Such notes may be issued whenever bonds have been authorized and the proceeds of such notes shall be expended only for the same object or purpose, or class thereof for which the proceeds of such bonds may be expended.
- b. Such notes shall mature at such time as the issuer may determine and may be renewed from time to time, provided, that in no event shall such notes or the renewals thereof extend more than two years beyond such original date of issue unless a portion of such notes or the renewals thereof shall be redeemed from a source other than the proceeds of bonds within two years from such original date of issue and unless a further portion thereof shall be so redeemed prior to the termination of each twelve months' period succeeding the date such original portion was so redeemed, if any of such notes, as renewed, are still outstanding at the termination of each such period, but such notes or the renewals thereof shall not extend more than five years beyond such original date of issue. Such redemption shall be consistent with the amortization requirements of article eight of the state constitution and section 21.00 of this title. If the finance board has determined to provide for substantially level or declining debt service on the bonds in anticipation of which such notes are authorized to be issued, such notes shall be redeemed in an amount at least equal in each year to the annual installment which would be paid in such year if such notes were serial bonds issued at a five percent rate of interest for the remaining period of probable usefulness of the object or purpose for which issued, or, if less, the remaining portion of the maximum authorized maturity of such bonds, and all annual debt service payments were equal over the life of such bonds. In any event, bond anticipation notes shall not be renewed after the receipt of the proceeds from the sale of the bonds in anticipation of which such notes were issued. Notwithstanding the provisions of this paragraph:



## Recording a Two Year BAN

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Example: The district issued a \$5,000,000 BAN on 1/1/25 that matures on 1/1/27.

		<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
H200-Cash			\$ 5,000,000	
	H980-Revenue Control			\$ 5,000,000
	H5730-Bond Anticipation Note	\$ 5,000,000		

In comparison, if the BAN issued 1/1/25 matured 1/1/26:

		<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
H200-Cash			\$ 5,000,000	
	H626-BANs Payable			\$ 5,000,000
Only short term assets or liabilities are recorded within a governmental fund type.				

# Long Term Obligation is Recorded on Supplemental Schedule SS-2

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## Supplemental Schedule SS-2 Statement of Non-Current Governmental Liabilities

	Account	DP Code 69	Amount
Retained Percentages - Contracts Payable	W605	1a	
Term Bonds Payable	W623	1	
Bond Anticipation Notes Payable	W626	2	
Capital Notes Payable	W627	3	0
Bonds Payable	W628	4	19,855,000
Due to State Teachers' Retirement System	W632	5	
Due to Employees' Retirement System	W637	6	
Net Pension Liability - Proportionate Share NOTE: This value should not be negative.	W638	7	1,820,738
Subscription-Based Information Technology Arrangement Liability	W681	7a	
Total Other Post Employment Benefits (OPEB) Liability	W683	8	54,348,461
Lease Liability	W682	8a	80,879

	Sub Acct	Debit	Credit
W129-Total Non Current Govt Liabilities		\$ 5,000,000	
W626-Bond Anticipation Note Payable			\$ 5,000,000



# H5731-BANs Redeemed from Appropriations

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- ❑ This is a revenue account.
- ❑ This account is commonly used.
- ❑ When a BAN with a short-term maturity date is paid down on or paid off by another fund, the Capital Fund recognizes revenue to acknowledge the reduction in the obligation.
- ❑ Usually the General Fund or the Debt Service Fund is the fund paying the principal (and interest) on the BAN.
- ❑ As only the principal is recorded in the Capital Fund, the revenue recognized is only for the principal paid by the other fund.



## One Year BAN Partially Paid Off

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Example: The district issued a \$5,000,000 BAN on 1/1/25 that matures on 1/1/26. Interest due is \$150,000 and the General Fund pays \$1,000,000 against the principal while a new BAN is issued for \$4,000,000:

			<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
H626-BAN Payable				\$ 1,000,000	
	H980-Revenue Control				\$ 1,000,000
	H5731-BANs Redeemed from Appropriations		\$ 1,000,000		

			<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
A522-Expenditure Control				\$ 1,150,000	
	A200-Cash				\$ 1,150,000
	A9731.6 - BAN Principal		\$ 1,000,000		
	A9731.7 - BAN Interest		\$ 150,000		

# ST-3 Issues

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- There are a lot of edit checks linked to these accounts.
  - ▣ Critical that you use the correct one on the ST-3 to not end up with many unnecessary edits.
  - ▣ On Supplemental Schedule SS-1:

## BOND ANTICIPATION NOTES

Outstanding Beginning of Fiscal Year	2P18461	29		5,000,000
Prior Year Adj Plus (Specify)		30		
Prior Year Adj Minus (Specify)		31		
Issued During Fiscal Year	2P18463	32		0
Paid During Fiscal Year	2P18465	33	Agree with H5731	1,000,000
Outstanding End of Fiscal Year	2P18467	34	Agree with H626	4,000,000
Amount of Interest Paid During Fiscal Year	2P1846	35	Agree with A/V 9731.7	150,000

# \$5 M Long Term BAN

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## (ENTRY 12) H5730

This field is program generated and represents the sum of all the individual project data related to bond anticipation notes as recorded in H5730 on lines 32, 49, 66, 83, etc. For data to appear in line 12, the individual project data must be entered first. This code is used to record revenue from bond anticipation notes treated as 'long-term' debt. This value is also transferred to SS1, Line 22.

### CAPITAL NOTES

Outstanding Beginning of Fiscal Year	2P18551	22	0
Prior Year Adj Plus (Specify)		23	
Prior Year Adj Minus (Specify)		24	
Issued During Fiscal Year	2P18553	25	5,000,000
Paid During Fiscal Year	2P18555	26	0
Outstanding End of Fiscal Year	2P18557	27	5,000,000
Amount of Interest Paid During Fiscal Year	2P1855	28	0

Per the Help function, the long term BAN goes on line 22 – Capital Notes.

# Supplemental Schedule SS-2

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## Supplemental Schedule SS-2 Statement of Non-Current Governmental Liabilities

	Account	DP Code 69	Amount
Retained Percentages - Contracts Payable	W605	1a	
Term Bonds Payable	W623	1	
Bond Anticipation Notes Payable	W626	2	
Capital Notes Payable	W627	3	5,000,000
Bonds Payable	W628	4	19,855,000
Due to State Teachers' Retirement System	W632	5	
Due to Employees' Retirement System	W637	6	
Net Pension Liability - Proportionate Share NOTE: This value should not be negative.	W638	7	1,820,738
Subscription-Based Information Technology Arrangement Liability	W681	7a	
Total Other Post Employment Benefits (OPEB) Liability	W683	8	54,348,461
Lease Liability	W682	8a	80,879
Installment Purchase Debt	W685	9	0
Judgements and Claims Payable	W686	10	
Compensated Absences			
Other Long-term Debt (Specify)			
<b>TOTAL NON-CURRENT LIABILITIES</b>			

### (ENTRY 2) W626

Record payable for Bond Anticipation Notes when they are treated as long term debt.

### (ENTRY 3) W627

This value will be moved to this schedule from the Schedule of Indebtedness, SS-1, line 27.

Don't get caught  
in the loop!

?

## Deferred Building Aid

What Causes It? How is it Calculated?  
How Should it be Recorded?



# Deferred Building Aid Cert

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## 2024 - 2025 SCHOOL YEAR CERTIFICATES

- [2024-25 July Deferred Building Aid Cert](#)
- [2024-25 Lottery Aid Cert](#)
- [2024-25 Mobile Sports Wagering Cert](#)
- [2024-25 Teachers Retirement System Cert](#)
- [2024-25 VLT Lottery Grant](#)
- [2024-25 STAR Aid Cert](#)
- [2024-25 General Aid Cert - Oct to May, incl. Spring Adv & En](#)
- [2024-25 Excess Cost Aid Cert](#)
- [2024-25 Charter School Supplemental Basic Tuition Aid Cert](#)
- [2024-25 STAC 4408 Cert \(Summer School\)](#)
- [2024-25 STAC NonResidential Homeless Cert](#)

What caused this aid payment?

District Code:  
CENTRAL SCHOOL DIST Vendor ID :  
Payment Date: July 2024  
Payment Amount: \$46,939.00  
Voucher: 3288225

## 2024-25 CERTIFICATE OF STATE AID FOR EDUCATION

### 2024-25 Building Aid

PURSUANT TO CHAPTER 57 OF THE LAWS OF 2007 REGARDING THE 2023-24 ASSUMED DEBT SERVICE:

PROSPECTIVE EXPENSES FOR THE INITIAL 2024-25 AID PAYMENT IN JULY 2024 ARE EXPENSES FOR BUILDING PROJECTS WITH COMMISSIONER APPROVAL BY 12/31/2022 AND NOTIFICATION OF A SIGNED CONSTRUCTION CONTRACT AWARD ON FILE WITH THE DEPARTMENT AFTER THE NOVEMBER 2022 DATABASE. IN ADDITION, PURSUANT TO CHAPTER 97 OF THE LAWS OF 2011, PROSPECTIVE BUILDING PROJECTS WITH COMMISSIONER APPROVAL DATES ON OR AFTER 7/1/2011 ARE SUBJECT TO ADDITIONAL ELIGIBILITY REQUIREMENTS.

HOWEVER, PURSUANT TO THE ENACTED 2024-25 STATE BUDGET, ONLY PROSPECTIVE BUILDING PROJECTS FOR WHICH NYS ED NOTIFICATION OF SIGNED CONTRACTS WAS ON FILE BY THE NOVEMBER 2023 DATABASE WILL BE ELIGIBLE FOR AN INITIAL AID PAYMENT IN THE 2024-25 AID YEAR. PROJECTS ELIGIBLE FOR THE DEFERRED PAYMENT WITH SIGNED CONTRACTS ON FILE BY THE NOVEMBER 2023 DATABASE WILL RECEIVE A PAYMENT IN JULY 2024.

PURSUANT TO CHAPTER 57 OF THE LAWS OF 2007 REGARDING THE 2022-23 ASSUMED DEBT SERVICE: PROSPECTIVE EXPENSES FOR THE INITIAL 2024-25 AID PAYMENT IN JULY 2024 ARE EXPENSES FOR BUILDING PROJECTS WITH COMMISSIONER APPROVAL BY 12/31/2021 AND NOTIFICATION OF A SIGNED CONSTRUCTION CONTRACT AWARD ON FILE WITH THE DEPARTMENT AFTER THE NOVEMBER 2022 DATABASE AND BEFORE 7/1/2023.

General Aid revenues are recorded in General Fund Revenue account code A3101.

# Review District Level Prospective Projects Information Report

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## IMPORTANT INFORMATION ABOUT BUILDING AID

- [2023-24 Aidable Debt Service for projects with debt still outstanding as of 7-1-2002](#)  
The above Retro Bond Information link temporarily will redirect users to the 2018-19 BOND LEVEL INFORMATION until the 2023-24 BOND LEVEL INFORMATION page is available.
- [State Aid Building Project Status Report \(SA777\)](#)
- [District Level Prospective Projects Information](#)
- [District Level Assumed Amortization Capital Outlay Details](#)
- [District Level EXCEL Cover Sheet](#)

Available at:  
[stateaid.nysed.gov](http://stateaid.nysed.gov)

PROJECT NUMBER: 0009-016 PROJECT NAME: HIGH SCHOOL  
VOTER AUTHORIZATION DATE: 05/16/2017 BLD4 \*\* CHAPTER 97 \*\*

	JULY 2023	INTERIM YEARS	JULY 2038
ASSUMED PAYMENTS:	1	2	1
DEBT SERVICE:	65,102	130,204	65,102
AMORTIZED PRINCIPAL:	1,509,442	CAPITAL OUTLAY:	0
CMSR APP DATE: 10/13/22	DATE CONTRACT SIGNED: 10/13/22	INT RATE: .035000	PPU: 15
FINAL CSC RECEIVE DATE: 09/12/2023		FINAL FCR RECEIVE DATE: 12/21/2023	
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 09/28/2023			



PROJECT NUMBER: 0009-016 PROJECT NAME: HIGH SCHOOL  
VOTER AUTHORIZATION DATE: 05/16/2017 BLD4 \*\* CHAPTER 97 \*\*

	JULY 2023	INTERIM YEARS	JULY 2038
ASSUMED PAYMENTS:	1	2	1
DEBT SERVICE:	65,102	130,204	65,102
AMORTIZED PRINCIPAL:	1,509,442	CAPITAL OUTLAY:	0
CMMR APP DATE: 10/13/22	DATE CONTRACT SIGNED: 10/13/22	INT RATE: .035000	PPU: 15
FINAL CSC RECEIVE DATE: 09/12/2023		FINAL FCR RECEIVE DATE: 12/21/2023	
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 09/28/2023			

### Building Aid starts:

At least 18 months after Commissioner's Approval Date (CAD): 10/13/22 + 18 months = 4/13/24 *and*

Final Cost Report (FCR) is done (12/21/23) *and*

Certificate of Substantial Completion (CSC) is done (9/12/23) *and*  
SA-139 is submitted (9/28/23)

So since everything done in 23/24 and 18 months after the CAD is in the second half of 23/24, the district is eligible for a half year of Building Aid for 23/24.

Aid for the first year would be  $65,102 \times \text{aid ratio of } .721 = \$46,938.54$

Aid for the 24/25 would be  $130,204 \times \text{aid ratio of } .721 = \$93,877.08$

# Each District Has Their Own Building Aid Ratio

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DB ED: 0136C                      STATE OF NEW YORK                      04/16/24  
RUN NO: SA242-5  
2024-25 STATE AID PROJECTIONS  
BUILDING AID  
  
DISTRICT CODE: \_\_\_\_\_  
DISTRICT NAME: \_\_\_\_\_  
  
SEE NOTE BELOW  
TIER 1: PROJ APPRVD < 7/1/98  
CURRENT AV/RWADA AID RATIO                      0.61300  
SEL RATIO FOR 23-24 BLDG AID                      0.721  
TIER 1 SELECTED AID RATIO                      0.72100  
LEGEND FOR CURR YR BLDG AID                      93-94 BLD AR  
TIER 2: PROJ APPRVD >= 7/1/98  
INCENTIVE DECIMAL                      0.10000  
TIER 2 SELECTED AID RATIO                      0.82100  
TIER 3: PROJ APPRVD >= 7/1/00  
SEL RATIO FOR 99-00 BLDG AID                      0.721  
LOW INCOME AID RATIO                      0.00000  
SELECTED RATIO                      0.62100  
INCENTIVE DECIMAL                      0.10000  
TIER 3 SELECTED AID RATIO                      0.72100  
TIER 4: PROJ APPRVD >= 7/1/05  
LOW INCOME AID RATIO                      0.00000  
SELECTED RATIO                      0.62100  
N/RC CATEGORY CODE (2003)                      5  
HNSBAR, IF N/RC CODE < 5                      0.00000  
INCENTIVE DECIMAL                      0.10000  
TIER 4 SELECTED AID RATIO                      0.72100

Assumed Debt Service =  
\$65,102 x .72100 (Aid  
Ratio) = \$46,938.54 (Aid)

# When Will the District Receive the Money?

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- SA-139 date is key!
- The SA-139 form tells the State that you have a project that has been bid and you have estimated costs for the project. The State uses the information on the SA-139 to include funds in the State budget to pay your new building aid.
- Current deadline is 9/30 to be included in the following year's State budget.
  - Cutoff date has fluctuated between 9/30-10/15 in recent years.
  - 9/30/24 was the cutoff to be included in the 25/26 State Budget.

# Example of When Aid Paid

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For aid to be paid in 2023-24 from regular payment schedule, SA-139 would have been needed to be submitted by 9/30/22.

PROJECT NUMBER: 0009-016		PROJECT NAME: HIGH SCHOOL	
VOTER AUTHORIZATION DATE: 05/16/2017		BLD4 ** CHAPTER 97 **	
JULY 2023		INTERIM YEARS	JULY 2038
ASSUMED PAYMENTS:	1	2	1
DEBT SERVICE:	65,102	130,204	65,102
AMORTIZED PRINCIPAL:	1,509,442	CAPITAL OUTLAY:	0
CMMSR APP DATE: 10/13/22	DATE CONTRACT SIGNED: 10/13/22		INT RATE: .035000 PPU: 15
FINAL CSC RECEIVE DATE: 09/12/2023		FINAL FCR RECEIVE DATE: 12/21/2023	
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 09/28/2023			

As that didn't happen, but it was submitted before the 2024-25 State budget cutoff (9/30/23), funds were included in the 24-25 State budget to pay the 23-24 building aid (as deferred aid) and also to pay the 24-25 building aid (as regular building aid).

Deferred building aid is paid in July, 4 months after the State budget is approved. For this example, the 23/24 aid was paid July 2024, after funding was included in 24/25 State Budget.

# Review of Payment Cert

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District Code:  
CENTRAL SCHOOL DIST Vendor ID :  
Payment Date: July 2024  
Payment Amount: \$46,939.00  
Voucher: 3288225

## 2024-25 CERTIFICATE OF STATE AID FOR EDUCATION

### 2024-25 Building Aid

PURSUANT TO CHAPTER 57 OF THE LAWS OF 2007 REGARDING THE 2023-24 ASSUMED DEBT SERVICE:

PROSPECTIVE EXPENSES FOR THE INITIAL 2024-25 AID PAYMENT IN JULY 2024 ARE EXPENSES FOR BUILDING PROJECTS WITH COMMISSIONER APPROVAL BY 12/31/2022 AND NOTIFICATION OF A SIGNED CONSTRUCTION CONTRACT AWARD ON FILE WITH THE DEPARTMENT AFTER THE NOVEMBER 2022 DATABASE. IN ADDITION, PURSUANT TO CHAPTER 97 OF THE LAWS OF 2011, PROSPECTIVE BUILDING PROJECTS WITH COMMISSIONER APPROVAL DATES ON OR AFTER 7/1/2011 ARE SUBJECT TO ADDITIONAL ELIGIBILITY REQUIREMENTS.

HOWEVER, PURSUANT TO THE ENACTED 2024-25 STATE BUDGET, ONLY PROSPECTIVE BUILDING PROJECTS FOR WHICH NYS ED NOTIFICATION OF SIGNED CONTRACTS WAS ON FILE BY THE NOVEMBER 2023 DATABASE WILL BE ELIGIBLE FOR AN INITIAL AID PAYMENT IN THE 2024-25 AID YEAR. PROJECTS ELIGIBLE FOR THE DEFERRED PAYMENT WITH SIGNED CONTRACTS ON FILE BY THE NOVEMBER 2023 DATABASE WILL RECEIVE A PAYMENT IN JULY 2024.

PURSUANT TO CHAPTER 57 OF THE LAWS OF 2007 REGARDING THE 2022-23 ASSUMED DEBT SERVICE: PROSPECTIVE EXPENSES FOR THE INITIAL 2024-25 AID PAYMENT IN JULY 2024 ARE EXPENSES FOR BUILDING PROJECTS WITH COMMISSIONER APPROVAL BY 12/31/2021 AND NOTIFICATION OF A SIGNED CONSTRUCTION CONTRACT AWARD ON FILE WITH THE DEPARTMENT AFTER THE NOVEMBER 2022 DATABASE AND BEFORE 7/1/2023.

General Aid revenues are recorded in General Fund Revenue account code A3101.



# Deferred Building Aid

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- Deferred building aid should be recorded as a receivable at June 30<sup>th</sup> when paid in July. The amount is considered both *measurable* and *available* under GASB 33 criteria:

		<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
A410-Due From State and Federal			\$ 46,939	
	A980-Revenue Control Account			\$ 46,939
	A3101-General Aid	\$ 46,939		

# Another Example

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CAD 9/22/21 + 18 months = 3/22/23 (started off possibly ½ year in 22/23).

FCR in 12/21/23 (moved to possibly full year in 23/24).

CSC in 1/31/24 (ended up ½ year in 23/24).

So based on that those, ½ year of aid due for 23/24 but when will it be paid?

Based on the SA-139, State will be funding in 25/26 budget.

\*\*\*\*\*

PROJECT NUMBER: 5010-010      PROJECT NAME: BUS GARAGE  
VOTER AUTHORIZATION DATE: 02/10/2021    BLD4      \*\* CHAPTER 97 \*\*

	JULY 2023	INTERIM YEARS	JULY 2038
ASSUMED PAYMENTS:	1	2	1
DEBT SERVICE:	101,814	203,628	101,814
AMORTIZED PRINCIPAL:	2,603,753	CAPITAL OUTLAY:	2,549,293
CMMSR APP DATE: 09/22/21	DATE CONTRACT SIGNED: 10/01/21	INT RATE: .021250	PPU: 15
FINAL CSC RECEIVE DATE: 01/31/2024	FINAL FCR RECEIVE DATE: 12/21/2023		
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 11/22/2023			

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## PART I: AIDABLE BUILDING AID EXPENSES FOR 2025-26 AID

## A. CAPITAL OUTLAY EXPENSES

- 1 CAPITAL OUTLAY EXCEPTION EXPENSES (PROJECTS < 100001, EMERGENCY, SMALL CITY)

## B. AIDABLE DEBT SERVICE EXPENSE FOR 2025-26 AID

- 2 2025-26 NYC CONFIRMED DEBT SERVICE
- 3 2025-26 ASSUMED DEBT SERVICE: PROSPECTIVE\* (FACILITIES PLANNING) 5,325,566

- 4 2025-26 ASSUMED DEBT SERVICE: PROSPECTIVE, REORGANIZATION INCENTIVE ELIGIBLE (FACILITIES PLANNING)

\*PURSUANT TO CHAPTER 383 OF THE LAWS OF 2001, ASSUMED DEBT SERVICE FOR PROJECTS APPROVED ON OR AFTER 12/1/2001, OR WITH OBLIGATIONS FIRST ISSUED ON OR AFTER 12/1/2001.

BUILDING 4 EXPENSES ARE FOR BUILDING PROJECTS WITH VOTER APPROVAL ON OR AFTER 7/1/2005 - TIER 4.

PLEASE NOTE THAT THE 2025-26 ASSUMED DEBT SERVICE PROSPECTIVE AMOUNTS INCLUDE PROJECTS APPROVED PRIOR TO JANUARY 1, 2025 FOR WHICH A NOTIFICATION OF A SIGNED CONTRACT WAS ON FILE WITH THE DEPARTMENT BY THE NOVEMBER 2024 DATABASE.

SEE HERE FOR [PROSPECTIVE PROJECT INFORMATION](#)

- 5 2024-25 ASSUMED DEBT SERVICE: PROSPECTIVE EXPENSE FOR THE INITIAL 2025-26 AID PAYMENT IN JULY 2025\*\* 262,570

- 6 2024-25 ASSUMED DEBT SERVICE: PROSPECTIVE EXPENSE FOR THE INITIAL 2025-26 AID PAYMENT IN JULY 2025, REORGANIZATION INCENTIVE ELIGIBLE

- 7 2023-24 ASSUMED DEBT SERVICE: PROSPECTIVE EXPENSE FOR THE INITIAL 2025-26 AID PAYMENT IN JULY 2025.\*\*\* 101,814

- 8 2023-24 ASSUMED DEBT SERVICE: PROSPECTIVE EXPENSE FOR THE INITIAL 2025-26 AID PAYMENT IN JULY 2025, REORGANIZATION INCENTIVE ELIGIBLE

\*\*PURSUANT TO EDUCATION LAW 3602-6E (3) (a) REGARDING THE 2024-25 ASSUMED DEBT SERVICE: PROSPECTIVE EXPENSES FOR THE INITIAL 2025-26 AID PAYMENT IN JULY 2025 ARE EXPENSES FOR BUILDING PROJECTS WITH COMMISSIONER APPROVAL BY 12/31/2023 AND NOTIFICATION OF A SIGNED CONSTRUCTION CONTRACT AWARD ON FILE WITH THE DEPARTMENT AFTER THE NOVEMBER 2023 DATABASE BUT BEFORE THE NOVEMBER 2024 DATABASE.

\*\*\*PURSUANT TO EDUCATION LAW 3602-6E (3) (a) REGARDING THE 2023-24 ASSUMED DEBT SERVICE: PROSPECTIVE EXPENSES FOR THE INITIAL 2025-26 AID PAYMENT IN JULY 2025 ARE EXPENSES FOR BUILDING PROJECTS WITH COMMISSIONER APPROVAL BY 12/31/2022 AND NOTIFICATION OF A SIGNED CONSTRUCTION CONTRACT AWARD ON FILE WITH THE DEPARTMENT AFTER THE NOVEMBER 2023 DATABASE AND BEFORE 7/1/2024.

BLD4-EST

Let's look more closely at this section



5 2024-25 ASSUMED DEBT SERVICE: PROSPECTIVE  
EXPENSE FOR THE INITIAL 2025-26 AID PAYMENT IN  
JULY 2025\*\* 262,570

6 2024-25 ASSUMED DEBT SERVICE: PROSPECTIVE  
EXPENSE FOR THE INITIAL 2025-26 AID PAYMENT IN  
JULY 2025, REORGANIZATION INCENTIVE ELIGIBLE

7 2023-24 ASSUMED DEBT SERVICE: PROSPECTIVE  
EXPENSE FOR THE INITIAL 2025-26 AID PAYMENT IN  
JULY 2025.\*\*\* 101,814

2023-24 ASSUMED DEBT SERVICE: PROSPECTIVE  
EXPENSE FOR THE INITIAL 2025-26 AID PAYMENT IN  
JULY 2025, REORGANIZATION INCENTIVE ELIGIBLE

\*\*PURSUANT TO EDUCATION LAW 3602-6E (3) (a)  
REGARDING THE 2024-25 ASSUMED DEBT SERVICE:  
PROSPECTIVE EXPENSES FOR THE INITIAL 2025-26 AID  
PAYMENT IN JULY 2025 ARE EXPENSES FOR BUILDING  
PROJECTS WITH COMMISSIONER APPROVAL BY  
12/31/2023 AND NOTIFICATION OF A SIGNED  
CONSTRUCTION CONTRACT AWARD ON FILE WITH THE  
DEPARTMENT AFTER THE NOVEMBER 2023 DATABASE  
BUT BEFORE THE NOVEMBER 2024 DATABASE.

\*\*\*PURSUANT TO EDUCATION LAW 3602-6E (3) (a)  
REGARDING THE 2023-24 ASSUMED DEBT SERVICE:  
PROSPECTIVE EXPENSES FOR THE INITIAL 2025-26 AID  
PAYMENT IN JULY 2025 ARE EXPENSES FOR BUILDING  
PROJECTS WITH COMMISSIONER APPROVAL BY  
12/31/2022 AND NOTIFICATION OF A SIGNED  
CONSTRUCTION CONTRACT AWARD ON FILE WITH THE  
DEPARTMENT AFTER THE NOVEMBER 2023 DATABASE  
AND BEFORE 7/1/2024.

203,628  
58,942  
262,570

<-Different  
project

\*\*\*\*\*  
PROJECT NUMBER: 5010-010 PROJECT NAME: BUS GARAGE  
VOTER AUTHORIZATION DATE: 02/10/2021 BLD4 \*\* CHAPTER 97 \*\*  
JULY 2023 INTERIM YEARS JULY 2038  
ASSUMED PAYMENTS: 1 2 1  
DEBT SERVICE: 101,814 203,628 101,814  
AMORTIZED PRINCIPAL: 2,603,753 CAPITAL OUTLAY: 2,549,293  
CMMSR APP DATE: 09/22/21 DATE CONTRACT SIGNED: 10/01/21 INT RATE: .0  
FINAL CSC RECEIVE DATE: 01/31/2024 FINAL FCR RECEIVE DATE: 1  
CONTRACT DATE NOTIFICATION TO SED (SA-139 RECEIVE DATE): 11/22/2023  
\*\*\*\*\*

BLD4-EST



# Two Years Deferred Building Aid

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- Deferred building aid for 23/24 and 24/25 should be recorded as a receivable at June 30<sup>th</sup> when paid in July 2025. The amounts are considered both *measurable* and *available* under GASB 33 criteria. 23/24 aid was not considered *available* at 6/30/24 as no funding in State Budget yet, nor SA-139 submitted.

		<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
A410-Due From State and Federal			\$ 262,721	
	A980-Revenue Control Account			\$ 262,721
	A3101-General Aid	\$ 262,721		
	(262,570 + 101,814) x .721 = \$262,721			

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# Mid Year Review



# Time for a Mid Year Review

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- ❑ Periodically during the year you should review your trial balance and make sure the balances look reasonable. Correct them now, if they don't.
- ❑ Review audit findings from 6/30/24 – Anything you need to change for this year?
- ❑ Review budget vs. actual – report large variances – either positive or negative up the chain of command.
- ❑ Review Special Aid Fund – are all grants for 24-25 approved? Are all their budgets entered into the accounting records?

		General Fund (A)	Food Service Fund (C)	Special Aid Fund (F)	Capital Fund (H)	Debt Service (V)	Private Purpose Trust Fund (TE)	Custodial Fund (TC)	Permanent Fund (PN)	Misc. Special Revenue Fund (CM)
<b>First Trimester:</b>										
	Does opening fund balance 7/1 agree to audited financial statements from 6/30?									
	Was the tax warrant recorded as A250-Taxes Receivable?									
	Was a receivable recorded for STAR receivable? (A410)									
	Was State Aid grossed up and TRS liability reduced for September, October, and November?									
	If there was a 480-Prepaid Expenditure recorded at 6/30, has it been expensed in the current year?									
	Have taxes collected been reconciled to cash received?									
	Does the balance in A250/A260-Taxes Receivable agree to the amount turned over to the county? If not, are there taxes that need to be cancel?									
<b>Cash:</b>										
	Are bank accounts reconciled to the trial balance?									
	Are there any outstanding checks that should be followed up on?									
	Are Treasurer's Report being submitted to the BOE on a regular basis?									

		General Fund (A)	Food Service Fund (C)	Special Aid Fund (F)	Capital Fund (H)	Debt Service (V)	Private Purpose Trust Fund (TE)	Custodial Fund (TC)	Permanent Fund (PN)	Misc. Special Revenue Fund (CM)
<b>Receivables:</b>										
	Have the 380-Accounts Receivable balances from 6/30 been collected?									
	If not, what receivables are still outstanding and have collection procedures occurred?									
	Have the 410-Due from State/Federal Gov't Receivables from 6/30 been collected?									
	If not, what receivables are still outstanding and have collection procedures occurred?									
	Have the 440-Due from Other Gov't Receivables from 6/30 been collected?									
	If not, what receivables are still outstanding and have collection procedures occurred?									
	Are there any uncollectible receivables (in 380,410 or 440) that should go to the BOE to be cancelled and written off?									
<b>Due to/Froms:</b>										
	Are Due to/ Due froms in balance? Complete schedule.									
	Are there any negative balances that should be reclassified?									
	Are there any balances that can be paid off or netted?									

		General Fund (A)	Food Service Fund ( C)	Special Aid Fund (F)	Capital Fund (H)	Debt Service (V)	Private Purpose Trust Fund (TE)	Custodial Fund (TC)	Permanent Fund (PN)	Misc. Special Revenue Fund (CM)
<b><u>Payables:</u></b>										
	Have the balances in 600-Accounts Payable from 6/30 been paid?									
	If not, determine what is still outstanding and determine if amount(s) still need to be paid or balance revised.									
	Have the balances in 601-Accrued Liabilities from 6/30 been paid?									
	If not, determine what is still outstanding and determine if amount(s) still need to be paid or balance revised.									
	Has the balance in 637-Due to ERS from 6/30 been paid by 12/15?									
	Has the balance in 631-Due to Other Gov'ts been paid?									
	If not, determine that balance is still due.									
<b><u>Expenditures:</u></b>										
	Have contract salaries been encumbered?									
	Has outstanding debt service been encumbered?									
	Have BOCES services been encumbered?									
	Have utilities been encumbered?									

		General Fund (A)	Food Service Fund ( C)	Special Aid Fund (F)	Capital Fund (H)	Debt Service (V)	Private Purpose Trust Fund (TE)	Custodial Fund (TC)	Permanent Fund (PN)	Misc. Special Revenue Fund (CM)
	Are there any concerns about submitting quarterly payroll tax returns or payroll withholdings timely?									
	<b>Encumbrances:</b>									
	<i>First half of the year:</i>									
	Review outstanding PO listings. Are there any carry over POs from the prior year that should be closed/adjusted?									
	<i>Second half of the year:</i>									
	Review outstanding PO listings. Are there any POs from the prior year or dated 7/1 that have balances that should be investigated?									
	<b>Billings:</b>									
	Have other districts been notified of <b>Foster Care</b> placements that the district will be billing for later in the year?									
	Have other districts been given listings of children at non-public schools to verify the counts for <b>Health Services</b> contracts will be billed for later in the									
	Have other districts been notified of <b>estimated costs of Parentally Placed children in non-public schools</b> that the district will be billing for later in the year?									



		General Fund (A)	Food Service Fund ( C)	Special Aid Fund (F)	Capital Fund (H)	Debt Service (V)	Private Purpose Trust Fund (TE)	Custodial Fund (TC)	Permanent Fund (PN)	Misc. Special Revenue Fund (CM)
	Have other districts been notified of <b>other Special Education services</b> that the district will be billing for later in the year?									
	<b>Fund Balance/Reserves:</b>									
	Is the district planning on using any reserves in the current year? If yes, are there any budget amendments needed? Or Transfers that need to be made?									
	<b>Food Service Fund:</b>									
	Have all receivables from June 30th been collected and accounted for properly (reduction of 410)?									
	Are monthly claims for State and Federal Aid being submitted timely and revenue broken out between State and Federal Aid?									
	Are there any concerns about how monthly sales/sales tax/deferred inflows are recorded?									
	<b>Capital Fund:</b>									
	Have any BANs been issued or refinanced? If so, verify debt service/BANs Redeemed from Appropriations/BANs Payable are properly recorded .									
	Has a Bond been issued? Verify that bond proceeds properly recorded.									

[illegible]

# Index to Tea Time Topics

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March 2023	June 2023	September 2023	December 2023
Overview of double entry bookkeeping	Food Service bad debts and subsequent collections	Accounting for Summer 4408 activity	Due To/From accounting and how to reconcile
Areas to check mid-year	Accounting for BANs		Grossing up TRS/State Aid
Recording Deferred Taxes	Accounting for fund balance reserves		Accounting for ERS payment
Recording budget with funding/use from reserves in it			Cleaning up old payables
			Cleaning up old receivables

# Index to Tea Time Topics

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March 2024	June 2024	Aug/Sept 2024	January 2025
Journal entries to correct opening fund balance	Excel tips and tricks for SBO and treasurers	Tips for preparing the ST-3	Mid-Year Review
Accounting for FS-10As and moving expenses between A and F	Aggregation functions: SUMIF COUNTIF	Tips for reviewing and revising the ST-3	When to use H5730-BANs vs. H5731-BANs Redeemed from Appropriations
23-24 waiver for Food Service Fund bad debt	Lookup & Reference Functions VLOOKUP		Deferred Building Aid – What Causes it and How to Account for It
Accounting for Propositions	Date & Time Functions DATEIF		
Accounting for Prior Year State Aid recoveries			



# Conclusion



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- ✓ Now is a great time to review your trial balances for reasonableness.
- ✓ Get your books reconciled through 12/31 and make sure monthly reports are going to the BOE.
- ✓ Review any BANs or bonds issued to date and make sure they are accounted for properly in both the General and Capital or Debt Service and Capital Funds.



# Questions?



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## ***Questar III***

### ***State Aid & Financial Planning Service***

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