

PUTTING STUDENTS FIRST



TeaTime
A Resource for District
Treasurers
March 2024

State Aid and Financial Planning Service



Areas to be Discussed Today

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- ✓ Getting ready for year-end
- ✓ Reviewing (F) Fund grants – tasks to do now
- ✓ 23-24 waiver for Food Service Fund bad debt
- ✓ Accounting for May Propositions
- ✓ How to account for 2020-21 State Aid recoveries

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Getting Ready for Year-End

Tasks to Start Now So Year-End Goes Smoother



Planning for Year-End

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- Monthly reports – are you caught up to date?
 - ▣ If not, get cash reconciled through 2/29
 - Clean up reconciling items and old outstanding checks
 - ▣ Review balances of A/R and A/P and adjust as necessary (see December 2023 Tea Time for tips)
 - ▣ Send to BOE any outstanding Treasurer's Reports, Revenue Status Reports, Appropriation Status Reports, Budget Transfer Reports, and ECAF Reports
- If SBO is adding new accounts for the 2024-25 budget, now is a good time to make sure those accounts are set up in the accounting records

Planning for Year-End

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- Billings to others – have you started billing for:
 - Health services
 - Tuition for non-residents
 - Building use
 - Parentally placed SWD at non-public schools
 - Foster care
- Too early to bill?
 - Send out notices of upcoming billings
 - Let's the other side plan for bill and verify they are the proper place to invoice
 - Generally, improves collectability and timeliness of collection of receivable
- We have a Reimbursement for Nonresident Pupils guidebook to assist you in determining who to bill and how to calculate the amount due
 - <https://www.questar.org/wp-content/uploads/2023/05/Non-Resident-Guidebook-2022-23-FINAL-Revised-2023-05-15.pdf>

Planning for Year-End

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- Review Due to /Due Froms for:
 - ▣ Do they balance?
 - ▣ Can you pay some or all of them off before year-end?
 - ▣ See 12/2023 Tea Time for sample journal entries
- Reconcile opening fund balance at 7/1/23 to audited ending fund balance at 6/30/23
 - ▣ Make any necessary revisions to accounting records
 - ▣ Revise ST-3 for 6/30/23 so it agrees with the audit before June 30, 2024

Tie Fund Balance to *Balance Sheet- Governmental Funds*

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BALANCE SHEET - GOVERNMENTAL FUNDS (Continued) JUNE 30, 2023

	General	Special Aid	Capital Projects	Non-Major Funds	Total Governmental Funds
FUND BALANCE:					
Nonspendable:					
Inventory	\$ -	\$ -	\$ -	\$ 13,766	\$ 13,766
Restricted:					
Unemployment reserve	380,915	-	-	-	380,915
Retirement contributions - ERS	1,120,937	-	-	-	1,120,937
Retirement contributions - TRS	818,409	-	-	-	818,409
Employee benefits and accrued liabilities	512,593	-	-	-	512,593
Capital projects	1,350,072	-	2,105,558	-	3,455,630
Workers' compensation	266,037	-	-	-	266,037
Insurance reserve	479,170	-	-	-	479,170
Debt service	-	-	-	37,872	37,872
Other	-	-	-	542,585	542,585
Total restricted fund balance	4,928,133	-	2,105,558	580,457	7,614,148
Assigned:					
Unappropriated	115,945	-	-	175,995	291,940
Appropriated for subsequent years expenditures	700,000	-	-	-	700,000
Total assigned fund balance	815,945	-	-	175,995	991,940
Unassigned	1,102,790	-	(312,406)	(82)	790,302
TOTAL FUND BALANCE	6,846,868	-	1,793,152	770,136	9,410,156
TOTAL LIABILITIES AND FUND BALANCE	\$ 9,160,713	\$ 1,350,270	\$ 2,105,640	\$ 858,326	\$ 13,474,949

SCHEDULE OF COMBINING BALANCE SHEET - NON-MAJOR GOVERNMENTAL FUNDS
JUNE 30, 2023

	School Lunch	Miscellaneous Special Revenue	Debt Service	Total Non-Major Governmental Funds
ASSETS				
Cash and equivalents - unrestricted	\$ 235,471	\$ -	\$ -	\$ 235,471
Cash and equivalents - restricted	-	542,585	37,872	580,457
Due from other funds	11,440	-	-	11,440
State and federal aid receivable	17,192	-	-	17,192
Inventory	13,766	-	-	13,766
TOTAL ASSETS	\$ 277,869	\$ 542,585	\$ 37,872	\$ 858,326
LIABILITIES AND FUND BALANCE				
Liabilities				
Accounts payable	\$ 21,955	\$ -	\$ -	\$ 21,955
Due to other funds	529	-	82	611
Due to other governments	26	-	-	26
Unearned revenues	65,598	-	-	65,598
TOTAL LIABILITIES	88,108	-	82	88,190
Fund balance				
Nonspendable				
Inventory	13,766	-	-	13,766
Restricted				
Debt	-	-	37,872	37,872
Other	-	542,585	-	542,585
Total restricted fund balance	-	542,585	37,872	580,457
Assigned				
Other	175,995	-	-	175,995
Total assigned fund balance	175,995	-	-	175,995
Unassigned				
	-	-	(82)	(82)
TOTAL FUND BALANCE	189,761	542,585	37,790	770,136
TOTAL LIABILITIES AND FUND BALANCE	\$ 277,869	\$ 542,585	\$ 37,872	\$ 858,326



If Opening Fund Balance Doesn't Agree to Audit

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Make the corrections in the current period as you have already submitted monthly reports to the BOE, which have been accepted. If you revise using a July 2023 schedule, you should provide revised monthly reports to the BOE.

Example: Auditors booked an additional receivable for \$150,000 and an A/P for \$200,000 at June 30, 2023.

AUDIT ENTRY		Sub Acct	Debit	Credit
A410-Due from State and Federal			\$ 150,000	
A980-Revenue Control				\$ 150,000
A3103-BOCES Aid		\$ 150,000		
A522-Expenditure Control			\$ 200,000	
A2250.470-Spec Ed Tuition		\$ 200,000		
A600-Accounts Payable				\$ 200,000



If Opening Fund Balance Doesn't Agree to Audit

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Note: What needs to be made in the current year, is the correction of not recording the audit adjustments at 6/30/23.

For example, if you paid the unrecorded bill against expenditures in the current year, you need to reduce the expenditure. If you recognized the BOCES Aid as current year aid, you need to reduce the revenue.

			<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
A909-Fund Balance				\$ 50,000	
	A522-Expenditure Control				\$ 200,000
		A2250.470-Special Education Tuition	\$ 200,000		
A980-Revenue Control				\$ 150,000	
		A3103-BOCES Aid	\$ 150,000		

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Special Aid Fund Review

Tasks to Do Now



ARPA Grants – Move Expenditures

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- The ARPA grants end 9/30/24
- The grants should be reviewed now and evaluated how all funds will be spent by 9/30/24
- Does the district need to make budget amendments?
 - ▣ File FS-10A and do budget amendment in accounting records
- Does the district need to move expenditures made either earlier this year or in prior years out of the General Fund?
 - ▣ Make the journal entries now



If Need FS-10A to Change Use of Grant

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Make sure to record a budget amendment for any FS-10A approved. For example, FS-10A requests \$300,000 reduction in supplies and BOCES services to increase funding for instructional salaries and fringes:

BUDGET ENTRY		<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
F960-Appropriations			\$ 300,000	
	F2110.45 - ARPA Supplies	\$ 150,000		
	F2110.49 - ARPA BOCES Services	\$ 150,000		
F960-Appropriations				\$ 300,000
	F2110.15 - ARPA Salaries	\$ 225,000		
	F2110.8 - ARPA Fringes	\$ 75,000		



Moving Expenditures to the Special Aid Fund

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Example: A teacher with a contract for \$100,000 for 23-24 and paid \$67,000 to date was paid out of the General Fund, but was included in the ARP – ESSER 3 grant:

			<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
A391-Due from Special Aid Fund				\$ 67,000	
	A522-Expenditure Control				\$ 67,000
		A2110.130 - HS Instructional Salaries	\$ 67,000		
F522-Expenditure Control				\$ 67,000	
		F2110.15 -Instructional Salaries	\$ 67,000		
	F630 - Due to General Fund				\$ 67,000

Or Have Payroll Move Costs

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- The Payroll Department can move the salary paid to date internally within the accounting software.
 - When you pull in the next payroll run, the correcting journal entries will be made.
- Remember to have them move the remaining portion of the contract (\$33,000 left to be paid) to the correct account code (F2110.15) and re-run the payroll encumbrance routine.



Moving Expenditures to the Special Aid Fund Paid in the Prior Year(s)

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Example: A teacher with a contract for \$100,000 for 22-23 was paid out of the General Fund, but was included in the ARP – ESSER 3 grant:

			<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
A391-Due from Special Aid Fund				\$ 100,000	
	A980-Revenue Control				\$ 100,000
		A5031-Interfund Transfer Revenue	\$ 100,000		
F522-Expenditure Control				\$ 100,000	
		F9901.9 -Interfund Transfer to General Fund	\$ 100,000		
	F630 - Due to General Fund				\$ 100,000

Another Reason to Do

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- ❑ OSC has a *Fiscal Stress Monitoring System* that they compare every government in NYS against
- ❑ One of the common factors that districts get points for fiscal stress related to the ratios of:
 - ❑ Cash & Investments vs. outstanding liabilities at year-end
 - ❑ Cash & Investments vs. average monthly gross expenditures
- ❑ One major cause for lower Cash & Investments ***is loaning money to the Special Aid Fund***



Office of the NEW YORK STATE COMPTROLLER

NYS Comptroller Thomas P. DiNapoli

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Fiscal Stress Monitoring System

State Comptroller Thomas P. DiNapoli created an early warning system for communities and school districts with fiscal problems. Alerting everyone to problems proactively. Read the [System Basics](#) document to learn more.

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Category	Indicator	Scoring	Fiscal Year End	Points	
Year End Fund Balance	1 Unassigned Fund Balance	General Fund 25 Points ≤ 1% 16.67 Points > 1% But ≤ 2% 8.33 Points > 2% But ≤ 3% 0 Points > 3%	2023	Data Required Unassigned Fund Balance (codes 916 & 917) 3,323,868 Gross Expenditures 21,743,637 Calculation Unassigned Fund Balance ÷ Gross Expenditures 15.29%	0.00
	2 Total Fund Balance	General Fund 25 Points ≤ 0% 16.67 Points > 0% But ≤ 5% 8.33 Points > 5% But ≤ 10% 0 Points > 10%	2023	Data Required Total Fund Balance (code 8029) 9,976,760 Gross Expenditures 21,743,637 Calculation Total Fund Balance (code 8029) ÷ Gross Expenditures 45.88%	0.00
Operating Deficits	3 Operating Deficit	General Fund 20 Points = Deficits ≤ -1% in 3/3 of the Last Fiscal Years 13.33 Points = Deficits ≤ -1% in 2/3 of the Last Fiscal Years 6.67 Points = Deficit ≤ -1% in 1/3 Last Fiscal Years 0 Points = Deficit ≤ -1% in 0/3 Last Fiscal Years	2021	Data Required Gross Revenues 21,399,325 Gross Expenditures 21,021,345 Calculation (Gross Revenues - Gross Expenditures) ÷ Gross Expenditures 1.80%	0.00
			2022	Data Required Gross Revenues 23,482,529 Gross Expenditures 20,879,844 Calculation (Gross Revenues - Gross Expenditures) ÷ Gross Expenditures 12.47%	
			2023	Data Required Gross Revenues 23,814,919 Gross Expenditures 21,743,637 Calculation (Gross Revenues - Gross Expenditures) ÷ Gross Expenditures 9.53%	
Cash Position	4 Cash Ratio	General Fund 10 Points ≤ 50% 6.67 Points > 50% But ≤ 75% 3.33 Points > 75% But ≤ 100% 0 Points > 100%	2023	Data Required Cash and Investments (codes 200-223, 450, 451) 75,956 Net Current Liability (codes 600-626 & 631-668) 1,366,956 Calculation Cash and Investments ÷ Net Current Liability 5.56%	10.00
	5 Cash % of Monthly Expenditures	General Fund 10 Points ≤ 33.33% 6.67 Points > 33.33% But ≤ 66.67% 3.33 Points > 66.67% But ≤ 100% 0 Points > 100%	2023	Data Required Cash and Investments (codes 200, 201, 450, 451) 75,956 Average Monthly Gross Expenditures (Gross Expenditures ÷ 12) 1,811,970 Calculation Cash and Investments ÷ Average Monthly Gross Expenditures 4.19%	10.00
Reliance on Short-Term Cash-Flow Debt	6 Short-Term Cash-Flow Debt Reliance	All Funds 10 Points ≥ 10% Change in Short-Term Cash-Flow Debt Issued or Current Year Short-Term Cash-Flow Debt Issued and No Prior Year Issuance 6.67 Points ≥ 6.67% But < 10% Change in Short-Term Cash-Flow Debt Issued 3.33 Points ≥ 3.33% But < 6.67% Change in Short-Term Cash-Flow Debt Issued 0 Points < 3.33% Change in Short-Term Cash-Flow Debt Issued or No Current Year Issuance	2022	Data Required Short-Term Cash-Flow Debt Issued 0 (Revenue Anticipation Notes, Tax Anticipation Notes, Budget Notes, and Deficiency Notes)	0.00
			2023	Data Required Short-Term Cash-Flow Debt Issued 0 (Revenue Anticipation Notes, Tax Anticipation Notes, Budget Notes, and Deficiency Notes)	
			Calculation (Current Year Short-Term Cash-Flow Debt Issued - Prior Year Short-Term Cash-Flow Debt Issued) ÷ Prior Year Short-Term Cash-Flow Debt Issued 0.00%		
Total ¹ :					20.0

Gross Revenues = General Fund's Revenues and Other Sources (Transfer Activity)

Gross Expenditures = General Fund's Expenditures and Other Uses (Transfer Activity) - 9950.9 (Transfers to Capital Project's Fund)

¹Indicator points are rounded to two decimal places. Total points are rounded to one decimal place.

Data as of 12/29/2023

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Point Range (Out of 100 total pts)

Significant Fiscal Stress 65 - 100

Moderate Fiscal Stress 45 - 64.9

Susceptible Fiscal Stress 25 - 44.9

No Designation 0 - 24.9

After Moving Expenditures – Complete FS-25s

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The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Grants Finance, Rm. 510W EB
Albany, NY 12234

REQUEST FOR FUNDS FOR A FEDERAL OR STATE PROJECT FS-25 (3/15)

Project #		Contract #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	0 0 5 8 8 0	2 1	9 9 9 9
Funding Source:	ARPA – ESSER 3		
Agency Name:	ABC School District		
Mailing Address:	1 Education Drive		
	Street		
	Anytown	NY	11111
	City	State	Zip Code
Contact Person:	Grant Writer	Telephone:	(518) 867-5309
E-Mail Address	Gwriter@abcsd.org		
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	0 3	2 4	
	MONTH	YEAR	

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Ms. Superintendent

Date: _____ Signature: _____

1. Amount of Approved Budget (Include approved amendments)	\$6,639,638
2. Project Payments Received to Date	\$3,249,840
3. Project Cash Expenditures to Date	\$5,578,925
4. Cash Expenditures Anticipated During Next Month	\$ 100,000
5. Additional Funds Requested (Entries 3 plus 4 minus 2)	\$2,429,085

Districts can draw down up to 90% of a grant allocation during the grant period.

Remaining 10% will be paid when the FS-10F is submitted.

If the grant is fully spent before the end of the grant period, you can submit the FS-10F early.

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Bad Debts of the Food Service Fund

See June 2023 Presentation



Food Service Fund – Unpaid Balances at 6/30/24

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Paid Lunch Equity (PLE) Exemption 2023-24 SY ONLY

- SFAs with a positive or zero balance in their non-profit food service account *as of June 30, 2022* may be exempt from PLE
 - Elect on SFAs Annual Information Page in CNMS
- SFAs utilizing the PLE Exemption can:
 - use their nonprofit school food service account funds to reduce the average price charged for paid lunches
 - use federal funds within the non-profit food service account to pay off any outstanding meal debt incurred in the **current** school year
 - Can't be used to pay off outstanding debt that incurred in previous school years



- Contact Information
- Audit Team:
cnaudit@nysed.gov
- Training Team:
cntraining@nysed.gov
- Child Nutrition Program
Office: 518-473-8781
- CN Representative for
questions specific to your SFA

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May Propositions

Authorizing Use of the Capital Reserve





If Use of Capital Reserve Approved with May Budget Vote

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Have BOE approve a budget amendment to increase Appropriated Reserves and to increase an Interfund Transfer to Capital and then make sure you record the budget amendment and move the money or record the Due to Capital by year-end.

	BUDGET ENTRY	<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
A511-Appropriated Reserves - Capital			XX	
A960-Appropriations				XX
A9950.9-Transfer to Capital Fund		XX		

	GENERAL FUND SIDE	<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
A522-Expenditure Control			XX	
A9950.9-Transfer to Capital Fund		XX		
A630-Due to Capital Fund				XX

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20-21 State Aid Settlements

Recoveries are scheduled for June 2024





Transportation Aid 20-21

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- ❑ Transportation Aid is based on the previous year's expenditures.
- ❑ COVID started March 2020 and schools were remote until the end of the school year.
- ❑ Districts reported their costs through 6/30/2020 on their claim forms due 9/2020 and aid was paid based on what was reported originally.
- ❑ In the Spring of 2021, it was decided that any expenditures for using school buses after May 7, 2020 – June 30, 2020, were not aidable and districts were required to report the portion of their 19/20 expenses that were for this period as unaidable.
- ❑ Since Transportation Aid had been paid in full already for many districts, the districts were overpaid at 6/30/2021.
- ❑ Recovery of this overpayment is scheduled for 6/2024.

Does this Apply to Me?

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2023 - 2024 SCHOOL YEAR CERTIFICATES

- [2023-24 Lottery Aid Cert](#)
- [2023-24 Mobile Sports Wagering Cert](#)
- [2023-24 Cannabis Revenue Cert](#)
- [2023-24 Teachers Retirement System Cert](#)
- [2023-24 VLT Lottery Grant](#)
- [2023-24 STAR Aid Cert](#)
- [2023-24 General Aid Cert - Oct to May, incl. Spring](#)
- [2023-24 Excess Cost Aid Cert](#)
- [2023-24 Charter School Supplemental Basic Tuition](#)
- [2023-24 STAC 4408 Cert \(Summer School\)](#)
- [2023-24 STAC NonResidential Homeless Cert](#)
- [2023-24 STAC 4201 Cert](#)

PAYMENT CERTIFICATES FOR OTHER YEARS

- [2022-2023 SCHOOL YEAR CERTIFICATES](#)
- [2021-2022 SCHOOL YEAR CERTIFICATES](#)
- [2020-2021 SCHOOL YEAR CERTIFICATES](#)
- [2019-2020 SCHOOL YEAR CERTIFICATES](#)
- [2018-2019 SCHOOL YEAR CERTIFICATES](#)
- [2017-2018 SCHOOL YEAR CERTIFICATES](#)
- [2016-2017 SCHOOL YEAR CERTIFICATES](#)
- [2015-2016 SCHOOL YEAR CERTIFICATES](#)

Go to stateaid.nysed.gov, enter your district's name in the red box and select Payment Certificates from the bottom of the first page.

Select the 2020-2021 Payment Cert page and run the two Final Adjustment Reports.

STATE AID PAYMENT INFORMATION FOR 2020-2021

2020 - 2021 FINAL ADJUSTMENT REPORTS

- [2020-21 General Aid Final Adjustment Report](#)
- [2020-21 Excess Cost Final Adjustment Report](#)
- [2020-21 Final Adjustment Prospective Projects](#)
- [2020-21 Final Adjustment Capital Outlay](#)

Example of SA-32 for the Year Ended June 30, 2021

The claim review of the 2020-21 General State Aid for your school district has been completed. The 2020-21 Final Adjustment is based on data frozen as of August 6, 2021. To identify differences that may be the source of the final adjustment in item E, please compare State Aid output reports based on the Final Adjustment Snapshot-(August 6, 2021), to the reports based on May 15, 2021 database and December 1, 2020 payment snapshots. These files can be accessed via SAMS by selecting 'Output Reports' from the 'Reports' drop down menu. Once on the Output Report page, select the appropriate 'Snapshot' to view a point-in-time output report. Also, please review the 2020-21 building reports which are to be used in conjunction with the 2020-21 SAMS 'August 6, 2021' Building Aid Output Reports to identify any Building Aid adjustments included in the 2020-21 final adjustments. If after reviewing the output reports you have questions regarding the Final Adjustments, please contact State Aid staff by phone at (518)474-2977.

In most instances, General Aid will not change after the Final Adjustment. There are however, a few situations that could cause aid to change again, including but not limited to final cost reports for capital projects and Private Excess Cost Aid prior year adjustments affecting the local contribution deduct. For more information, view the memo regarding final adjustments:

[State Aid Final Adjustment Memo](#)

A.	2020-21 Grand Total State Aid Payable GEN Report(Entry 41)	\$ 34,821,215.00
	MINUS	
	Rome & Batavia Tuition	\$ 0.00
	TRS Payments for District	\$ 6,427,269.81
	Prior Year(s) Overpayments(Incl. Chap 121 L96)	\$ 4,697.00
	Charter School Intercepts	\$ 0.00
	Total Withhold not Repaid for Gen Aid	\$ 0.00
	Dormitory Authority (Part1 Tuition & Spec act Dist)	\$ 0.00
	MBBA Intercepts	\$ 0.00
	TFA Intercepts	\$ 0.00
	APPR Deduction	\$ 0.00
B.	Total Deductions and other Payments	\$ 6,431,966.81
C.	2020-21 Adjusted Net State Aid DUE (A minus B)	\$ 28,389,248.19
D.	State Aid Paid as Cash and recorded as Revenues at A-3101 & A-3102	\$ 29,155,904.19
E.	2020-21 FINAL ADJUSTMENT (C-D)*	\$ -766,656.00

* This Final Adjustment is an OVERPAYMENT of your 2020-21 General State Aid DUE and will be deducted from a future State Aid payment.

Overpayment to be
recouped June 2024 →

Example of SA-32EC for the Year Ended June 30, 2021

2020-21 REPORT OF FINAL EXCESS COST AID (SA-32EC)

The claim review of the 2020-21 Excess Cost Aid for your school district has been completed. The 2020-21 Final Adjustment is based on data frozen as of August 6, 2021. To identify differences that may be the source of the final adjustment in item M, please compare the GEN, PRI & PUB output reports based on the Final Adjustment Snapshot-(August 6, 2021), to the reports based on May 15, 2021 database and December 1, 2020 payment snapshots. These files can be accessed via SAMS by selecting 'Output Reports' from the 'Reports' drop down menu. Once on the Output Report page, select the appropriate 'Snapshot' to view point-in-time output reports. If after reviewing the output reports you have questions regarding the Final Adjustments, please contact the State Aid staff by phone at (518)474-2977.

In most instances, State Aid will not change after the Final Adjustment. There are however, a few situations that could cause aid to change again, including but not limited to prior year adjustments of Public and Private Excess Cost Aids. For more information, view the memo regarding final adjustments:

[State Aid Final Adjustment Memo](#)

A.	2020-21 Total Excess Cost Aid Payable GEN (Entry 127)	\$	8,132,298.00
B.	Therapeutic Foster Care & General Formula Aid Reductions	\$	0.00
C.	Overpayment Deductions	\$	0.00
D.	Charter School Intercepts	\$	0.00
E.	MBBA Intercepts	\$	0.00
F.	APPR Deduction	\$	0.00
G.	Total Withhold not Repaid for Excess Cost	\$	0.00
	Cash Payments:		
H.	State Share Medicaid paid by DOH	\$	103,151.00
I.	Excess Cost Payments	\$	8,029,147.00
J.	Total Cash Payments Recorded as Revenues at A-3101 (H + I)	\$	8,132,298.00
K.	State Share Medicaid Reimbursement amount	\$	0.00
L.	Gross Payments ((B+C+D+E+F+G+H+I) - K)	\$	8,132,298.00
M.	2020-21 FINAL ADJUSTMENT (A-L)	\$	0.00

No overpayment to be
recouped June 2024 →

Can Also Be Seen on GEN Report for the 2020-21 Claim Year

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PART III: PAYMENTS THRU JUNE 2021 AND EXCESS DUE SEPT 2021

36	FULL DAY K CONVERSION AID DISPLAYED ON COMPUTER RUN SA2021 DATED MARCH 2020	(SA2021)	0
37	FULL DAY K CONVERSION AID	(ENT 122)	0
38	FULL DAY K CONVERSION PAYABLE JUNE 2021	(LESSER ENT 36 OR ENT 37)	0
39A	TOTAL BUILDING AID PROSPECTIVE, PAID JULY 2020	(ENT 25)	0
39B	DEFERRED NYC BUILDING AID, PAID JULY 2020	(ENT 26)	0
40A	CALCULATED PAYMENTS THROUGH JUNE 2021	(ENT 29 + ENT 38 + ENT 39A + ENT 39B)	35,587,871
40B	TOTAL PAYMENTS THROUGH JUNE 2021	(JUNE PAY CERT ENT 7)	35,587,871
41	2020-21 GRAND TOTAL GENERAL AIDS	(ENT 35, FROZEN 8/1/2021)	34,821,215
42	BALANCE PAYMENTS DUE SEPTEMBER 2021	(ENT 41 - ENT 40B)	0

\$34,821,215 (due) - \$35,587,871 (paid) = (\$766,656)

SCHOOL DISTRICT

District Code:

Vendor ID:

Payment Date: June 30, 2022

Payment Amount: \$3,212,955.33

Voucher: 3041515

2022-23 CERTIFICATE OF STATE AID FOR EDUCATION

THIS IS A SUMMARY OF YOUR CURRENT 2022-23 GENERAL AID PAYMENTS

1. Total General Aids Payable (recalculated @ June)	\$44,547,707.00
2. Payments	
Lottery VLT Grant	\$2,267,929.00
TRS Payments (Sep,Oct,Nov)	\$7,458,278.13
Lottery Operating Aid incl Advances paid in June '22	\$11,517,145.09
Ch 56 Laws 2021 SA-1 Accruals	\$0.00
Rochester Accrual (Ch 94 Laws 2002)	\$0.00
Public Pension Accrual (Ch 56 L2021)	\$0.00
Gross Gen Aid Payments (10/15/22-03/31/23)	\$0.00
Gross Sustaining Spring Advance (3/28/23)	\$3,880,404.03
End of State Fiscal Year Payment(3/28/23)	\$11,752,178.47
April Payment Amount	\$0.00
May Payment Amount	\$4,200,672.73
Commercial Gaming	\$258,144.22
3. June Balance Due	\$3,212,955.33
Add: a. Full Day K	\$0.00
b. Transparency Withhold Refunded**	\$0.00
Less: c. Dormitory Authority - Special Acts	\$0.00
d. Rome & Batavia Tuition	\$0.00
e. Part 1 Dormitory Authority	\$0.00
f. Overpayments	\$0.00
g. APPR Deduction	\$0.00
h. Short Session Deduction	\$0.00
i. June Transparency Withhold**	\$0.00
4. Net June Gen Aid Payment Amount (June 2023)	\$3,212,955.33
5. July 2022 Prospective Building Aid Payment	\$0.00
6. Estimated Grand Total Gen Aids for Sept (@ June)	\$44,547,707.00
7. Total General Aid Payments thru June	\$44,547,707.00
8. Estimated September Accrued Revenue	\$0.00

Example of a
June
Payment
Certificate -
Overpayment
will be shown
here, and
State Aid will
be netted to
recover the
funds



Accounting for State Aid Recoupment

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If you recorded the overpayment on June 30, 2021, it should be still in A631-Due to Other Governments. To gross up current year State Aid:

		<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
A631-Due to Other Governments			\$ 766,656	
A980-Revenue Control				\$ 766,656
	A3101-General Aid	\$ 766,656		

If you don't have a liability recorded, current State Aid will be recorded net of the recoupment of the overpayment.

If this is the case, make sure the SBO knows that State Aid will be lower this year for their fund balance planning.

Best Practice Tip



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- The State has not settled 21-22 or 22-23 school years yet
 - ▣ Recommendation is to review your GEN output report for 21-22 and 22-23 to see if there are any overpayments that should be accounted for
 - General Aid: Look at Lines 40B and 41
 - Excess Cost Aid: Look at Lines 127 and 129
 - If payments higher than earned, an overpayment has occurred
- This should be done each August for the year that ended June 30th

Some Other Ways You End Up Overpaid

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- ❑ Chargebacks for Homeless children that are claimed by other districts at the end of the year.
(General Aid)
- ❑ Reducing amounts reported in STAC at end of year when State budget was higher than actual claims.
(Excess Cost Aid)
- ❑ State budget higher than actual claims and all State Aid used to pay TRS obligations in the Fall.
(General Aid)



If You Have an Overpayment

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If when you review the GEN output report, you see that your district has been overpaid, you should record a Due to Other Governments and reduce current year revenue.

For example, the GEN output report as of 8/15/24 shows revenue earned of \$24,000,000 and payments of \$24,300,000, thus a \$300,000 overpayment. For June 30, 2024:

		<u>Sub Acct</u>	<u>Debit</u>	<u>Credit</u>
A980-Revenue Control			\$ 300,000	
	A3101-General Aid	\$ 300,000		
	A631-Due to Other Governments			\$ 300,000



Conclusion



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- ✓ March is a great time to begin getting ready for the closing of the books for June 30th.
- ✓ The goal is to be caught up through May when you end June, so that you only need to worry about year-end accruals, preparing the ST-3 and working with the external auditors this summer.
- ✓ Drawing down grant funds will help provide adequate cash balances for the summer and the affect of any State Aid recoupment for 2020-21 school year.

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



Questions?



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