

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT

PROPOSED BUDGET FOR A  
FEDERAL OR STATE PROJECT  
FS-10 (03/15)

☐ = Required Field

Local Agency Information

<b>Funding Source:</b>	CRRSA Act: ESSER 2		RECEIVED MAY 27 2021 OFFICE OF ACCOUNTABILITY
<b>Report Prepared By:</b>	Christopher Caputo		
<b>Agency Name:</b>	Malverne Union Free School District		
<b>Mailing Address:</b>	301 Wicks Lane		
	Street		
	Malverne	NY	11565
	City	State	Zip Code
<b>Telephone # of Report Preparer:</b>	516.887.6417	<b>County:</b>	Nassau
<b>E-mail Address:</b>	<a href="mailto:ccaputo@malverne.k12.ny.us">ccaputo@malverne.k12.ny.us</a>		
<b>Project Funding Dates:</b>	3/13/2020	9/30/2023	
	Start	End	

INSTRUCTIONS

- Submit the original FS-10 Budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to Grants Finance.
- The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- An approved copy of the FS-10 Budget will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate and confined to the address field without altering the formatting.
- For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$464,497
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Special Ed Teacher 2021/22	0.60	\$69,519	\$41,712
Special Ed Teacher 2022/23	0.60	\$71,125	\$42,675 ✓
Foreign Language Teacher 2021/22	1.00	\$132,665	\$132,665
Foreign Language Teacher 2022/23	1.00	\$135,512	\$135,512 ✓
Teacher Assistant 2021/22	1.00	\$28,023	\$28,023
Teacher Assistant 2022/23	1.00	\$28,154	\$28,154 ✓
Teacher Assistant 2021/22	1.00	\$27,602	\$27,602
Teacher Assistant 2022/23	1.00	\$28,154	\$28,154 ✓

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$227,449
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Custodian 2021/22	1.00	\$50,553.00	\$50,553
Custodian 2022/23	1.00	\$52,569.00	\$52,569 ✓
Maintainer 2021/22	1.00	\$61,548.00	\$61,548
Maintainer 2022/23	1.00	\$62,779.00	\$62,779 ✓

PURCHASED SERVICES			
Subtotal - Code 40			\$55,940
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Exterior Doors Replacement at school buildings 2021/22	Advanced Door Solutions	\$55,940	\$55,940

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$769,877
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Air Conditioner Units for school buildings 2020/21	4.00	\$269.00	\$1,076
Air Conditioner Units for school buildings 2020/21	32.00	\$399.97	\$12,799
Air Conditioner Units for school buildings 2020/21	1.00	\$390.00	\$390
Air Conditioner Units for school buildings 2020/21	19.00	\$399.00	\$7,581
iPads Education: 10.2-inch iPad 32GB 2020/2021	600.00	\$294.00	\$176,400
Apple Pencils 2020/2021	650.00	\$89.00	\$57,850
iPads Education: 2022/2023	334.00	\$294.00	\$98,196 ✓
Promethian Smart Board Titanium 75" Replacement 2021/22	60.00	\$3,925.00	\$235,500
Promethian Smart Board Titanium 75" Replacement 2022/23	4.00	\$3,925.00	\$15,700 ✓
HP Elite Desk Computers 2021/2022	186.00	\$585.00	\$108,810
HP Elite Desk Computers 2022/2023	95.00	\$585.00	\$55,575

EQUIPMENT			
Subtotal - Code 20			\$7,371
Description of Item	Quantity	Unit Cost	Proposed Expenditure
HVAC Roof Top Unit Replacement (A/C) 2020/21	1.00	\$7,371.00	\$7,371

Finance: Logged \_\_\_\_\_

Approved \_\_\_\_\_

MIR \_\_\_\_\_





Grants Finance  
Room 510W, Education Building  
Tel. (518) 474-4815  
Fax (518) 486-4899

## **Reminder: Record Keeping and Retention**

*This document is intended as a reminder to local agencies on proper record keeping and retention.*

Generally, local agencies must have a proper financial management system in place, along with strong internal controls and written procedures, to properly account for funds received through a grant/grant-contract awarded by NYSED. Additionally, program as well as financial records, including supporting and source documentation, must be maintained and available for review by State and federal representatives or their duly authorized representatives.

In order to meet the requirements of both State and federally funded programs, these records must be kept for a period of six years after the last payment was made unless specified by program requirements or otherwise stated in the grant agreement.<sup>1</sup> Audit or litigation will "freeze the clock" for records retention purposes until the issue is resolved.

Information on records retention may be found in:

- 2 CFR 200.333-337 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for awards made on/after 12/26/14.
- Parts 74 & 80 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 74.53 & 34 CFR 80.42, for federal awards made prior to 12/26/14.
- Part 76 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 76.730-731.
- Records Retention and Disposition Schedules published by the New York State Archives ([http://www.archives.nysed.gov/records/mr\\_retention.shtml](http://www.archives.nysed.gov/records/mr_retention.shtml))

Local agencies must retain records<sup>2</sup> that show the amount of funds by grant, including total cost, how the awardee used the funds, authorizations, obligations, share of costs provided from other sources, as well as compliance with program requirements. In addition, source documents are required to support all transactions entered into the grantee's record keeping system. Source documents that authorize the disbursement of grant funds may consist of purchase orders, contracts, time & effort records, delivery receipts, vendor invoices, travel documentation, and payment documents, including check stubs. More information and examples of the types of documents used to support payment for other types of costs (such as goods, services, travel, utilities, and property leases) may be found in Chapter XII, Section 3 and Section 4.B.1 of the Guide to Financial Operations published by the NYS Office of the Comptroller (<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>).

<sup>1</sup> For projects awarded under a multi-year grant-contract, all project and contract-related documents (including the contract itself as well as the annual budgets) need to be retained for 6 years following the end of the contract.

<sup>2</sup> Please refer to 2 CFR 200.302 for a discussion of how federal awards are to be identified and accounted for in the financial management system. Proper accounting of federal funds will help ensure that appropriate and accurate documentation from this system can be provided if/when needed.



CF121  
ENTRY DATE 09/20/21  
PROJECT 5891211505  
SED CODE 280212030000  
NYC DOC #

GRANTS FINANCE  
PROJECT STATUS REPORT  
CRRSA-ESSER 2  
MALVERNE UFSD

RUN DATE 09/20/21

BUDGET DETAIL INFORMATION			
PROF SALARY	15	464,497.00	BEGIN DATE 03/13/20
NON PROF SALARY	16	227,449.00	END DATE 09/30/23
PURCH SERVICES	40	55,940.00	AMENDMENT #
SUPP & MATERIAL	45	769,877.00	CONTRACT #
TRAVEL EXPENSE	46	0.00	STOP DATE
EMP BENEFITS	80	0.00	REFUND CHECK #
INDIRECT COST	90	0.00	IND COST RATE 2.5
BOCES SERVICES	49	0.00	INT ELIG N
REMODELING	30	0.00	
EQUIPMENT	20	7,371.00	

BUDGET SUMMARY INFORMATION			
FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589121	1,525,134.00	305,026.00	1,220,108.00
589120	0.00	0.00	0.00
589119	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	1,525,134.00	305,026.00	1,220,108.00

LOG AND CONTRACT DATES			
BUDGET	RECEIVED	ENTERED	APPROVED
INTERIM	09/08/21	09/15/21	CONTRACT
FINAL			

CASH DETAIL										
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
092021	548345F	INIT	000	09/21	01	305,026.00	589121	090821		ENT

THIS BUDGET HAS BEEN PROCESSED BY THE NEW YORK STATE  
EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.