

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>	CARES funding: GEER	
<b>Report Prepared By:</b>	Shannon E. Kelly	
<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>	516.404.4801	<b>County:</b> Nassau
<b>E-mail Address:</b>	<a href="mailto:skelly@malverne.k12.ny.us">skelly@malverne.k12.ny.us</a>	

**Project Funding Dates:** 9/1/2020 3/13/20 8/31/2021 9/30/22  
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			\$30,681
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Reading Teacher (Davison Ave.)	0.40	\$75,263	\$30,681

PURCHASED SERVICES			
Subtotal - Code 40			\$231
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Signs to be posted throughout school building and grounds that will help to ensure the safe return of students (NON-PUB)	Undecided; requests for quotes have been submitted <del>NOT</del>	1 x PPA	\$231

INDIRECT COST		
A.	Modified Direct Cost Base -- Sum of all preceding subtotals(codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds) <b>**Manual Entry</b>	
B.	Approved Restricted Indirect Cost Rate	
C.	Subtotal - Code 90	

For your information, maximum direct cost base = \$30,912.00

To calculate Modified Direct Cost Base, reduce maximum direct cost base by the portion of each subcontract exceeding \$25,000 and any flow through funds.

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

Approved \_\_\_\_\_

MIR \_\_\_\_\_

CF121  
ENTRY DATE 04/07/21  
PROJECT 5895211505  
SED CODE 280212030000  
NYC DOC #

GRANTS FINANCE  
PROJECT STATUS REPORT  
CARES ACT - GEER  
MALVERNE UFSD

RUN DATE 04/07/21

BUDGET DETAIL INFORMATION		
PROF SALARY	15	30,681.00
NON PROF SALARY	16	0.00
PURCH SERVICES	40	231.00
SUPP & MATERIAL	45	0.00
TRAVEL EXPENSE	46	0.00
EMP BENEFITS	80	0.00
INDIRECT COST	90	0.00
BOCES SERVICES	49	0.00
REMODELING	30	0.00
EQUIPMENT	20	0.00

BEGIN DATE	03/13/20
END DATE	09/30/22
AMENDMENT #	
CONTRACT #	
STOP DATE	
REFUND CHECK #	
IND COST RATE	2.5
INT ELIG	N

BUDGET SUMMARY INFORMATION			
FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589521	0.00	0.00	0.00
589520	30,912.00	6,182.00	24,730.00
589519	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	30,912.00	6,182.00	24,730.00

LOG AND CONTRACT DATES			
	RECEIVED	ENTERED	APPROVED
BUDGET	04/01/21	04/05/21	
INTERIM			
FINAL			

CASH DETAIL									
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT STAT
040721	535218F	INIT	000	04/21	01	6,182.00	589520	040121	REL

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





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.