

CF121
 ENTRY DATE 02/02/22
 PROJECT 5880211215
 SED CODE 230201040000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP ESSER 3
 COPENHAGEN CSD

RUN DATE 02/02/22

BUDGET DETAIL INFORMATION			
PROF SALARY	15	812,145.00	BEGIN DATE 03/13/20
NON PROF SALARY	16	192,964.00	END DATE 09/30/24
PURCH SERVICES	40	46,515.00	AMENDMENT #
SUPP & MATERIAL	45	106,347.00	CONTRACT #
TRAVEL EXPENSE	46	0.00	STOP DATE
EMP BENEFITS	80	0.00	REFUND CHECK #
INDIRECT COST	90	0.00	IND COST RATE 11.4
BOCES SERVICES	49	0.00	INT ELIG N
REMODELING	30	0.00	
EQUIPMENT	20	0.00	

BUDGET SUMMARY INFORMATION			
FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588021	1,157,971.00	115,797.00	1,042,174.00
588020	0.00	0.00	0.00
588019	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	1,157,971.00	115,797.00	1,042,174.00

LOG AND CONTRACT DATES			
BUDGET	RECEIVED	ENTERED	APPROVED
INTERIM	01/26/22	01/28/22	CONTRACT
FINAL			

CASH DETAIL										
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
020222	561727F	INIT	000	02/22	01	115,797.00	588021	012622		ENT

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

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

Office of Accountability
DEC 15 2021
Received

Local Agency Information		
Funding Source:	ARPA - ESSER	
Report Prepared By:	Scot Luther	
Agency Name:	Copenhagen Central School District	
Mailing Address:	3020 Mechanic St, PO BOX 30	
	Street	
	Copenhagen	NY 13626
	City	State Zip Code
Telephone # of Report Preparer:	315-688-4033	County: Lewis
E-mail Address:	sluther@ccsknights.org	
Project Funding Dates:	3/13/2020 Start	9/30/2024 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			\$812,145
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
After School Tutors	540.00	\$20	\$10,800
Summer Library Hours	32.00	\$25	\$800
Online Module Hourly Work	50.00	\$25	\$1,250
Summer Writing Program	20.00	\$25	\$500
Book Study - Reading/Writing Program	160.00	\$25	\$4,000
Elementary AIS (Rarick) - 2021-2022	0.50	\$48,830	\$24,415
Elementary AIS (Rarick) - 2022-2023	0.50	\$48,830	\$24,415
HS AIS Position (Columbe) - 2021-2022	1.00	\$55,530	\$55,530
HS AIS Position (Columbe) - 2022-2023	1.00	\$55,645	\$55,645
Elementary AIS (Spooner) - 2021-2022	1.00	\$48,830	\$48,830
Elementary AIS (Spooner) - 2022-2023	1.00	\$48,830	\$48,830
Grade K 3rd Section Teacher - 2021-2022	1.00	\$48,830	\$48,830
Grade K 3rd Section Teacher - 2022-2023	1.00	\$48,830	\$48,830
Grade 1 3rd Section Teacher - 2021-2022	1.00	\$48,830	\$48,830
Grade 1 3rd Section Teacher - 2022-2023	1.00	\$48,830	\$48,830
Grade 2 3rd Section Teacher - 2021-2022	1.00	\$48,830	\$48,830
Grade 2 3rd Section Teacher - 2022-2023	1.00	\$48,830	\$48,830
Grade 3 3rd Section Teacher - 2021-2022	1.00	\$48,830	\$48,830
Grade 3 3rd Section Teacher - 2022-2023	1.00	\$48,830	\$48,830
Grade 4 3rd Section Teacher - 2021-2022	1.00	\$48,830	\$48,830
Grade 4 3rd Section Teacher - 2022-2023	1.00	\$48,830	\$48,830
Grade 5 3rd Section Teacher - 2021-2022	1.00	\$48,830	\$48,830

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$192,964
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Cleaner (Elliott) - 2021-2022	1.00	\$29,320.00	\$29,320
Cleaner (Elliott) - 2022-2023	1.00	\$30,288.00	\$30,288
Cleaner (Elliott) - 2023-2024	1.00	\$31,274.00	\$31,274
Laborer (Merrill) - 2021-2022	1.00	\$29,320.00	\$29,320
Laborer (Merrill) - 2022-2023	1.00	\$30,288.00	\$30,288
Laborer (Merrill) - 2023-2024	1.00	\$31,274.00	\$31,274
Extra after school bus run	360.00	\$20.00	\$7,200
AM & PM Fitness Classes	160.00	\$25.00	\$4,000

PURCHASED SERVICES			
Subtotal - Code 40			\$46,515
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Continuation of Story Keepers Program (3 years)	Natalie Kinsey Warnock	\$8000 each year for 3 years	\$24,000
Orton Gillingham Reading Training	Orton Gillingham	\$1,275.00	\$1,275
AP Conference - 2022-2023	Drew University AP Online Summer Institute	\$775 * 6 staff	\$4,650
AP Conference - 2022-2023	St Johnsbury Academy	\$965 * 6 staff	\$5,790
AP Conference - 2023-2024	To be determined based on how well prior year training is assessed	\$800 * 6 staff	\$4,800
AP Conference - 2023-2024	To be determined based on how well prior year training is assessed	\$1000 * 6 staff	\$6,000

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$106,347
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Tablet/Chromebooks K-1 - 2021-2022 Lenovo 10e Chromebook Tablet - \$235.11 Rugged Protection Case - \$18.98 Lenovo 3 Year Warranty - \$79.20 Google License - \$32.00 Total - \$365.29	80.00	\$366.00	\$29,280
Marching Band Uniforms - 2021-2022 Final product selected still to be determined.	20.00	\$1,000.00	\$20,000
Smartboard & Technology Upgrades - 2021-2022 ClearTouch 75" 6000K+ Series Interactive Panel with USB HID / AGG / 20 Points of Touch - Ultra HD. Includes wall mount and Android wireless module	8.00	\$3,375.00	\$27,000
Smartboard & Technology Upgrades - 2021-2022 ClearTouch 65" 6000K+ Series Interactive Panel with USB HID / AGG / 20 Points of Touch - Ultra HD. Includes wall mount and Android wireless module	5.00	\$2,687.00	\$13,435
Chromebooks - 2022-2023 Lenovo 300e - \$264 Droptech Case - \$50 Extended Warranty - \$32 Google License - \$32 Total Estimate - \$378	44.00	\$378 * 44	\$16,632

Finance: Logged _____

Approved _____

MIR _____



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

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.¹ 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)

Local agencies must retain records² 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/>).

¹ 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.

² 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.