



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Grants Finance  
Room 510W, Education Building  
Tel. (518) 474-4815  
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### **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 08/19/21  
 PROJECT 5891211215  
 SED CODE 230201040000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 CRRSA-ESSER 2  
 COPENHAGEN CSD

RUN DATE 08/19/21

BUDGET DETAIL INFORMATION

PROF SALARY	15	405,622.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	109,608.00	END DATE	09/30/23
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	3.0
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
589121	515,230.00	103,046.00	412,184.00
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
<b>TOTAL</b>	<b>515,230.00</b>	<b>103,046.00</b>	<b>412,184.00</b>

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	07/23/21	07/26/21		
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
081921	545713F	INIT	000	08/21	01	103,046.00	589121	081921			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)**

RECEIVED  
 JUN 03 2021  
 OFFICE OF ACCOUNTABILITY

= Required Field

Local Agency Information	
<b>Funding Source:</b>	CRRSA - ESSER II
<b>Report Prepared By:</b>	Scot Luther
<b>Agency Name:</b>	Copenhagen Central School District
<b>Mailing Address:</b>	3020 Mechanic St, PO BOX 30
	Street
	Copenhagen NY 13626
	City State Zip Code
<b>Telephone # of Report Preparer:</b>	315-688-4033
<b>County:</b>	Lewis
<b>E-mail Address:</b>	<a href="mailto:sluther@ccsknights.org">sluther@ccsknights.org</a>
<b>Project Funding Dates:</b>	3/13/2020 9/30/2023
	Start End

INSTRUCTIONS
<ul style="list-style-type: none"> <li>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.</li> <li>The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.</li> <li>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.</li> <li>For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <a href="http://www.oms.nysed.gov/cafe/guidance/">http://www.oms.nysed.gov/cafe/guidance/</a>.</li> </ul>



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SALARIES FOR PROFESSIONAL STAFF			
			Subtotal - Code 15 <del>\$405,284</del> <b>\$405,284</b>
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Counselor (Carden) - 2021-2022	1.00	\$48,830	\$48,830
Counselor (Gillette) - 2021-2022	0.25	\$85,952	\$21,488
Social Worker (Bartlett) - 2021-2022	0.25	\$58,202	\$14,551
Teacher (New) - 2021-2022	1.00	\$47,830	\$47,830
Teacher (New) - 2021-2022	1.00	\$47,830	\$47,830
Teacher (New) - 2021-2022	1.00	\$47,830	\$47,830
Counselor (Carden) - 2022-2023	1.00	\$50,645	\$50,645
Counselor (Gillette) - 2022-2023	0.25	\$88,947	\$22,237
Social Worker (Bartlett) - 2022-2023	0.25	\$60,225	\$15,056
Teacher (New) - 2022-2023	1.00	\$49,645	\$49,645
Teacher (New) - 2022-2023	0.79	\$49,645	<del>\$49,645</del> <b>\$39,342</b>

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SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$109,608
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Cleaner (Fargo) - 2021-2022	1.00	\$29,320	\$29,320
Cleaner (Fargo) - 2022-2023	1.00	\$30,288.00	\$30,288
Assistant Buildings & Grounds Super	1.00	\$50,000.00	\$50,000



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

Approved \_\_\_\_\_

MIR \_\_\_\_\_

