

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			
Funding Source:	IDEA-ARP Part B Section 611		
Report Prepared By:	Angela Rogers		
Agency Name:	Vestal Central School District		
Mailing Address:	201 Main St		
	Street		
	Vestal	NY	13850
	City	State	Zip Code
Telephone # of Report Preparer:	607-757-3482	County: Broome	
E-mail Address:	amrogers@vestal.k12.ny.us		
Project Funding Dates:	7/1/2021 Start	9/30/2023 End	

INSTRUCTIONS
<ul style="list-style-type: none"> ● 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			\$76,057
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Occupational Therapist	1.00	\$74,884	\$74,884
Speech Therapist	0.02	\$57,436	\$1,173

PURCHASED SERVICES			
Subtotal - Code 40			\$6,644
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Approved Special Education Providers	Children's Home of Wyoming Conference	2 students @ \$391.00	\$782
Approved Special Education Providers	Children's Therapy Network	7 students @ \$391 x .3333	\$910
Approved Special Education Providers	Children's Unit for Treatment and Evaluation	5 students @ \$391	\$1,955
Approved Special Education Providers	Children's Unit for Treatment and Evaluation	2 students @ \$391 x .3333	\$260
Approved Special Education Providers	Handicapped Children's Association	6 students @ \$391	\$2,346
Approved Special Education Providers	The Child Development Council Inc.	1 student @ \$391	\$391

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$70,317
Description of Item	Quantity	Unit Cost	Proposed Expenditure
TOPS-2: A Test Forms	1.00	\$51.00	\$51
CASL-2 Comprehensive Forms	2.00	\$73.00	\$146
TOPS-3E: NU Examiner Record Booklets	1.00	\$48.00	\$48
TOPL-2: Test of Pragmatic Language- Second Edition	1.00	\$306.00	\$306
DAYC-2: Examiner's Manual	1.00	\$90.00	\$90
DAYC-2: Social-Emotional Domain Scoring Forms	1.00	\$47.00	\$47
DAYC-2: Communication Domain Scoring Forms	1.00	\$50.00	\$50
CELF-5 Screening Test Record Forms	1.00	\$78.75	\$79
CELF-5 Record Forms Ages 5-8	1.00	\$99.75	\$100
PPVT-5 Form A Record Forms	1.00	\$57.20	\$58
Peabody Developmental Motor Scales complete test	1.00	\$517.00	\$517
Structural Observations of Sensory Integration-Motor Assessment kits	3.00	\$350.00	\$1,050
Test of Visual and Perceptual Skills-4th edition Full test	1.00	\$225.00	\$225
Sensory Profile 2 assessment tools	4.00	\$65.80	\$264

Bruininks-Oseretsky test of Motor Proficiency-2 booklets and scoring form	4.00	\$118.70	\$475
Developmental Test of Visual Perception 2nd edition booklet and scoring forms and examiner record books	4.00	\$145.00	\$580
Sensory Processing Measure Main Classroom Forms	4.00	\$82.00	\$328
Weighted Balls various sizes	2.00	\$20.00	\$40
Small Compression Vests	4.00	\$40.00	\$160
Medium Compression Vests	2.00	\$45.99	\$92
Pre-Referral Intervention 4th edition	5.00	\$125.00	\$625
Small Bubble Tubes	4.00	\$100.00	\$400
Gravity Wonder Wall	1.00	\$2,799.00	\$2,799
Mini Trampoline	1.00	\$75.00	\$75
Weighted Lap Pads	2.00	\$165.00	\$330
Cando Non Latex Bands	1.00	\$92.95	\$93
Folding Table/Desk for testing and assistive technology needs in testing area	4.00	\$145.00	\$580
Watchminder for non verbal non human support to help students regain focus	30.00	\$59.00	\$1,770
Standing Desks	39.00	\$418.00	\$16,302
Wobble Stools	9.00	\$78.00	\$702

60 minute visual timers, time mangement tool	10.00	\$18.99	\$190
Resource room materials nonfiction comprehensive quickie cards	1.00	\$32.99	\$33
Resource room materials colored foam cubes	1.00	\$13.95	\$14
assorted fidgets for sensory needs	5.00	\$50.00	\$250
2 pack dynamic sand picture moving sand art	1.00	\$160.00	\$160
Liquid Timers Packs	2.00	\$27.89	\$56
Bubble Timers	2.00	\$40.78	\$82
Flexible Seating bench and table	1.00	\$600.00	\$600
large Magnetic White Boards for Counselors, Psychologist and Social Worker	5.00	\$300.00	\$1,500
textured walls for calming corners	3.00	\$65.99	\$198
Under the Desk Bike Pedals	5.00	\$49.99	\$250
Rocking Chairs for flex seating	15.00	\$168.00	\$2,520
Multidimensional Anxiety Scale for Children Kit	2.00	\$266.70	\$534
Diagnostic and Statistical Manual of Mental Disorders	1.00	\$125.00	\$125
Steamroller Deluxe for students with autism	6.00	\$799.00	\$4,794
Sensory weighted lap pad	2.00	\$54.95	\$110

movement activities/counseling games workbooks and books	5.00	\$15.00	\$75
Wobble Cushions for flex/sensory reasons	5.00	\$24.99	\$125
Sensory Mat	1.00	\$70.95	\$71
Ocean Wave Projector	1.00	\$23.99	\$24
Inflatable seat cushions	5.00	\$56.95	\$285
Sensory Bands for chairs	2.00	\$28.99	\$58
Bean rocking Chair	1.00	\$345.00	\$345
weighted lap pads	5.00	\$43.49	\$218
Scoop Rocker Chairs	1.00	\$129.99	\$130
Room Dividers for testing/quiet spaces	6.00	\$459.71	\$2,759
White noise machines for calming rooms/areas	4.00	\$25.00	\$100
Dry Erase Dots for 12:1:1 rooms	1.00	\$13.89	\$14
Privacy Desk boards	2.00	\$70.00	\$140
package of small handheld dry erase boards	1.00	\$35.00	\$35
magnetic letters sets	12.00	\$23.99	\$288
Noise Reducing ear plugs	6.00	\$38.99	\$234

Noise reducing ear muffs	6.00	\$6.52	\$40
speech/language support workbooks, flash cards, game books	6.00	\$30-200	\$450
Social Emotional Learning collection gr. K-5	1.00	\$1,475.00	\$1,475
Ball chair for Flexible seating	1.00	\$215.00	\$215
Jr Learning Blend Flips sight word stand	1.00	\$14.99	\$15
Abilitations Body Pod	1.00	\$50.00	\$50
weighted fidget cover	1.00	\$55.00	\$55
textured wall 48 x 60 inches	1.00	\$2,091.00	\$2,091
Touch a color podium/sensory light	1.00	\$150.00	\$150
WRAML 3 Assessment Kit	1.00	\$935.00	\$935
Feifer Assessment of Math, Reading and Writing	1.00	\$1,979.00	\$1,979
Wisc- V Integrated Kit	1.00	\$372.80	\$373
Items for AIM students for life and career readiness - microwave cart	1.00	\$60.00	\$60
items for AIM students for life and career readiness- 26 clip strip display stand	1.00	\$34.95	\$35
Wire Shelving Unit	1.00	\$251.98	\$252

small kitchen items for AIM students for life and career readiness, items to include glass pie plates, baking sheets, baking pans, handheld mixers, cutting boards, food storage set, mixing spoons and spatulas, fruit slicers and peelers, knives, collanders, rolling pins, can openers, mixing bowls, oven mitts, blenders, cooling racks, toaster, measuring cups, coffee pot, dish towels, drying mats, slow cookers	multiple	\$5-\$125	\$900
flex seating pack- Kore wobble shairs and ergo seats	1.00	\$869.00	\$869
Bean Bags for Alternate seating across 7 buildings	20.00	\$50-\$150	\$3,000
WIAT 4 Complete Kit	14.00	\$800.00	\$11,200
WIAT 4 Record Forms	7.00	\$115.50	\$809
WIAT 4 Response Booklets	7.00	\$95.00	\$665

Employee Benefits		
Subtotal - Code 80		\$23,844
Benefit		Proposed Expenditure
Social Security		\$5,728
Retirement	New York State Teachers	\$6,924
	New York State Employees	
	Other - Pension	
Health Insurance		\$11,192
Worker's Compensation		
Unemployment Insurance		
Other(Identify)		

CF121
 ENTRY DATE 06/26/23
 PROJECT 5532220065
 SED CODE 031601060000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP-IDEA PART B SEC 611
 VESTAL CSD

RUN DATE 06/26/23

BUDGET DETAIL INFORMATION

PROF SALARY	15	76,057.00	BEGIN DATE	07/01/21
NON PROF SALARY	16	0.00	END DATE	09/30/23
PURCH SERVICES	40	6,644.00	AMENDMENT #	
SUPP & MATERIAL	45	70,317.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	23,844.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	2.2
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
553222	176,862.00	35,372.00	141,490.00
553221	0.00	0.00	0.00
553220	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	176,862.00	35,372.00	141,490.00

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	06/22/23	06/26/23		
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
062623	608815F	INIT	000	06/23	01	35,372.00	553222	062223			ENT

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

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.