## The University of the State of New York THE STATE EDUCATION DEPARTMENT (see instructions for mailing address)



	Local	Agency Inform	nation	
Funding Source:	GEER 2 Funding			
Report Prepared By:	Courtney Sayward	·		,
Agency Name:	Galway Central School	District		
Mailing Address:	5317 Sacandaga Road			
		Str	eet	
	Galway	New Yor	·k	12074-0130
	City		State	Zip Code
Telephone #:	518-882-1033 x 3224	County: Sara	atoga	
E-Mail Address: csay	ward@galwaycsd.org			- · · · · · · · · · · · · · · · · · · ·
Project Operation Dat	es: 03/13/ Start	/2020	09/30/2023 End	

### **INSTRUCTIONS**

- Submit the original 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 the Grants Finance.
- Enter whole dollar amounts only.
- Prior approval by means of an approved budget (FS-10) or budget amendment (FS-10-A) is required for:
  - Personnel positions, number and type
  - Equipment items having a unit value of \$5,000 or more, number and type
  - Minor remodeling
  - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
  - Any increase in the total budget amount.
- Certification on page 8 must be signed by Chief Administrative Officer or properly authorized designee.
- High quality computer generated reproductions of this form may be used.
- For further information on budgeting, please refer to the <u>Fiscal Guidelines for Federal and State Aided Grants</u> which may be accessed at www.oms.nysed.gov/cafe/ or call Grants Finance at (518) 474-4815.

### SALARIES FOR PROFESSIONAL STAFF: Code 15

Include only staff that are employees of the agency. Do not include consultants or per diem staff. Do not include central administrative staff that are considered to be indirect costs, e.g., business office staff. One full-time equivalent (FTE) equals one person working an entire week each week of the project. Express partial FTE's in decimals, e.g., a teacher working one day per week equals .2 FTE.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
School Psychologist	1.0	\$57,000	\$57,000
		Subtotal - Code 15	\$57,000

### SALARIES FOR SUPPORT STAFF: Code 16

Include salaries for teacher aides, secretarial and clerical assistance, and for personnel in pupil transportation and building operation and maintenance. Do not include central administrative staff that are considered to be indirect costs, e.g., account clerks.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
		Subtotal - Code 16	

### PURCHASED SERVICES: Code 40

Include consultants (indicate per diem rate), rentals, tuition, and other contractual services. Copies of contracts may be requested by the State Education Department. Purchased Services from a BOCES, if other than applicant agency, should be budgeted under Purchased Services with BOCES, Code 49.

Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
		Subtotal - Code 40	

### SUPPLIES AND MATERIALS: Code 45

Beginning with the 2005-06 year include computer software, library books and equipment items under \$5,000 per unit.

For earlier years include computer software, library books and equipment items under 1,000 per unit.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
		Subtotal - Code 45	

### TRAVEL EXPENSES: Code 46

Include pupil transportation, conference costs and travel of staff between instructional sites. Specify agency approved mileage rate for travel by personal car or school-owned vehicle.

Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
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,			
		Subtotal - Code 46	

### EMPLOYEE BENEFITS: Code 80

Rates used for project personnel must be the same as those used for other agency personnel.

	Benefit	Proposed Expenditure
Social Security		4
	New York State Teachers	5,432
Retirement	New York State Employees	
	Other	
Health Insurance		6,354
Worker's Compensat	ion	
Unemployment Insur	ance	
Other (Identify)		
	Subtotal – Code 8	\$11,786

### **EQUIPMENT:** Code 20

Beginning with the 2005-06 year all equipment to be purchased in support of this project with a unit cost of \$5,000 or more should be itemized in this category. Equipment items under \$5,000 should be budgeted under Supplies and Materials, Code 45. Repairs of equipment should be budgeted under Purchased Services, Code 40.

For earlier years the threshold for reporting equipment purchases was \$1,000 or more. Equipment items under \$1,000 should be budgeted under Supplies and Materials.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
			a. The state of th
		Subtotal – Code 20	

### HELPFUL REMINDERS

- Check for the required number of copies to be submitted, including the number of original signature copies. The number of copies may vary from program to program. If unsure, contact the State Education Department office responsible for the program for which you are applying.
- ❖ An approved copy of the FS-10 will be returned to the contact person at the address completed on page 1. A window envelope will be used for the return mailing; please make sure that the contact information is accurate, legible, and confined to the address field.
- ❖ Be sure to check your math and carry all subtotals forward to the Summary on Page 8. Simple mathematical errors often require Grants Finance to contact both the local agency and other State Education Department offices, resulting in unnecessary delays in program approval. And remember, use whole dollars only.
- School districts and BOCES should use the restricted indirect cost rate that has been approved for the school year in which the grant will operate. Most other agencies are subject to a fixed maximum rate depending on the grant program and type of agency. Contact Grants Finance at (518) 474-4815 if you have any questions regarding indirect costs.
- ❖ The modified direct cost used in the calculation of indirect cost must exclude equipment, minor remodeling, the portion of each subcontract exceeding \$25,000 and any flow through funds.
- ❖ Be sure to complete the Agency Code on Page 8 as well as the Project #, if pre-assigned.
- ❖ For Special Legislative projects and Grant Contracts, please enter the Contract #.
- ❖ For ease of data entry at the State Education Department, please make sure that Page 8 faces out
- Submit forms to the State Education Department as follows:

Application, FS-10, FS-10-A - Program Office

FS-25, FS-10-F for Special Legislative Projects –
Special Legislative Projects Coordinating Team
New York State Education Department

Room 132 Education Building Albany, New York 12234

FS-25, FS-10-F for other projects –
Grants Finance
New York State Education Department
Room 510W Education Building
Albany, New York 12234

## **BUDGET SUMMARY**

FS-10 Page 8

SUBTOTAL	CODE	PROJECT COSTS	40
Professional Salaries	15	\$57,000	
Support Staff Salaries	16		
Purchased Services	40		ٽ —
Supplies and Materials	45		Ç
Travel Expenses	46		. Z
Employee Benefits	80	\$11,786	ΨĒ
Indirect Cost	06		
BOCES Services	49		• • • • • • • • • • • • • • • • • • • •
Minor Remodeling	30		 P
Equipment	20		Ap Ap
Grand	Grand Total	\$68.786	

# CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent true, complete, and accurate, and the expenditures, disbursements, and cash

Date

Signature

Finance:

Brita Donovan, Superintendent of Schools

MIR

Approved

**208** 

Name and Title of Chief Administrative Officer

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	Agency 5 2 0 7 0 1 0 4 0 0 0 0
	Project #: (If pre-assigned) 5 8 9 6 2 1 2 6 9 0
	Contract #:
	Federal Employer ID #: (New non-municipal agencies only) 1 4 6 0 0 3 8 8 2
	Agency Name: Galway Central School District
	FOR DEPARTMENT USE ONLY
	Funding Dates: / / / / T.
	Date:
	Fiscal Year Amount Budgeted First Payment
	Voucher # First Payment