

10/17/18 - General Warrant A8 (No Capital Warrant)

**DUANESBURG CENTRAL SCHOOL DISTRICT
CLAIMS AUDITOR CHECKLIST**

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
1. Were authorized signatures noted for the Receiving Copy of Packing Slip and the Purchase copy?	✓		
2. Did amount on check equal the Invoice amount? (Mathematical Accuracy)	✓		
3. Was Invoice price within approximately 15 % of Purchase Order amount?	✓		
4. Checked for duplicate payments? (previously paid invoice from vendors have been checked to be sure payment is not a duplication).	✓		
5. Were Conference Request forms properly Approved by the Superintendent, properly Documented and summarized?	✓		
6. Were Receipts evident for travel, hotel, and meals? Vouchers for travel must contain purpose of travel, dates and points of travel, and approved rate.	✓		
7. Were vouchers properly itemized? Vouchers for personal service, such as chaperones, referees; etc. must contain purpose, date of service, length of service, and approved rate.	✓		
8. Were late charges deducted from claims?	✓		
9. Did the invoice date precede the Purchase Order date?		✓	
10. Was there evidence of violation of bid law?		✓	
11. Are all checks properly accounted for?	✓		
12. Were all purchase discounts taken?	✓		
13. Was there evidence of Sales Tax paid?		✓	

14. Did Petty Cash Report have receipts
Attached there to?

N/A

15. Check Register was found accurate?

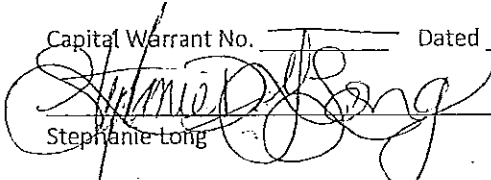
16. Did Requisition accompany a blanket
Invoice for non-contractual Items?

Additional comments:

No Comments

I hereby certify that the schedule of claims, GF Warrant No. A8

Capital Warrant No. _____ Dated 10/17/18 has been audited.


Stephanie Long

Claims Auditor Date 10/17/18



Signature _____

Print Name _____ Substitute Claims Auditor Date _____

Duanesburg Central School District

Check Warrant Report For A - 8: October 17, 2018 Payments For Dates 10/1/2018 - 10/31/2018



Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
34559	10/17/2018	6896	A & M Towing and Recovery					
			A 5510.400-40-00		18-0925-930	190373	150.00	150.00
							Check Total:	150.00
34560	10/17/2018	2994	Accessibility Solutions, Inc.					
			A 1620.400-10-00	service work	30233	190001	274.05	274.05
							Check Total:	274.05
34561	10/17/2018	3258	ADMAR Supply Company, Inc.					
			A 1621.400-00-00	lift return	1928421-0002	180755	95.63	95.63
							Check Total:	95.63
34562	10/17/2018	934	Advanced Therapy P.L.L.C.					
			A 2250.400-00-00	September 2018	8030	190173	8,350.00	8,350.00
							Check Total:	8,350.00
34563	10/17/2018	6992	AJ Signs					
			A 1620.450-10-00	commercial sign	22698	190283	792.00	792.00
							Check Total:	792.00
34564	10/17/2018	7055	American Time					
			A 1620.450-10-00	allsync clock	805715	190371	969.31	969.31
							Check Total:	969.31
34565	10/17/2018	2476	Anderson, Mark					
			A 2855.401-10-00	Varsity Football	9/29/18		100.00	
							Check Total:	100.00
34566	10/17/2018	31	Antonucci's Wholesale					
			C 2860.410-00		942789	190266	142.35	142.35
			C 2860.410-00		942792	190266	165.60	165.60
							Check Total:	307.95
34567	10/17/2018	35	ASCD					
			A 2020.400-10-00	online membership	0013146719	190358	39.00	39.00
							Check Total:	39.00
34568	10/17/2018	38	Atsco Products					
			A 1620.450-10-00	supplies	0288901	190018	1,669.41	1,669.41
							Check Total:	1,669.41
34569	10/17/2018	933	Benetech, Inc					
			TA 20.2	8/31-9/27 manual claims	76433		1,693.34	

Duanesburg Central School District

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Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
TA 20.2				Flex fees - Oct 2018	22302		50.40	
TA 20.2				Participation fee Oct 2018	22351		125.00	
							Check Total:	1,868.74
34570	10/17/2018	1465	BestLinkNetware					
A 2630.450-00-00				supplies	SA1854956	190280	46.62	44.02
							Check Total:	46.62
34571	10/17/2018	959	Biittig, Betty					
A 1310.400-20-00				tax bills	8/31 and 9/5 mileage		42.52	
							Check Total:	42.52
34572	10/17/2018	995	Bimbo Foods, Inc./Freihofer					
C 2860.410-00					66405038796	190267	45.63	45.63
C 2860.410-00					66405038798	190267	23.10	23.10
C 2860.410-00					66405038693	190267	44.16	44.16
C 2860.410-00					66405038694	190267	37.71	37.71
							Check Total:	150.60
34573	10/17/2018	441	BlueTarp Financial Inc.					
A 2110.450-10-00				tech supplies	41083449	190337	606.46	606.46
A 2110.450-10-00				tech supplies	41100114	190337	298.61	298.61
A 2110.450-10-00				tech/welding	41096653	190337	2,074.92	2,059.51
							Check Total:	2,979.99
34574	10/17/2018	7042	Brandsafway Services LLC 56					
A 1620.400-10-00				lift pickup	R046275	190346	125.00	125.00
							Check Total:	125.00
34575	10/17/2018	6910	Gerard Buchanan					
A 2855.401-10-00				Varsity Football	9/29/18		68.00	
							Check Total:	68.00
34576	10/17/2018	7060	Kenneth Bushey					
A 2855.402-10-00				V Soccer	10/3/18		98.00	
							Check Total:	98.00
34577	10/17/2018	116	CDW Government, inc.					
A 2630.220-00-00					PFT0827	190348	4,044.08	4,044.08
A 2630.220-00-00					PNB5724	190383	2,891.58	2,825.25
A 2630.220-00-00					PGF0674	190348	6,001.93	6,001.93

Duanesburg Central School District

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Check #	Check Date	Vendor ID	Vendor Name	Account	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
				A 2630.450-00-00		PLN8880	190383	1,412.90	1,412.90
				A 2630.220-00-00		PGL9708	190348	394.16	394.16
				A 2630.450-00-00		PMR4611	190383	131.00	131.00
								Check Total:	14,875.65
34578	10/17/2018	3478	Center for Disability Services						
				A 2250.470-00-00	rate adjustment	8775780	190142	196.20	196.20
				FI 2253.471	rate adjustment	8776728	190142	410.00	410.00
								Check Total:	606.20
34579	10/17/2018	3029	Carl Cicchinelli						
				A 2855.402-10-00	V Soccer	9/28/18		98.00	
				A 2855.402-10-00	V Soccer	10/1/18		98.00	
								Check Total:	196.00
34580	10/17/2018	7061	Cohen, Shaile						
				A 2110.400-10-00	interpreting services	FLO922818		112.50	
								Check Total:	112.50
34581	10/17/2018	144	Jason Cooper						
				A 2855.402-10-00	V Volleyball	10/1/18		98.00	
								Check Total:	98.00
34582	10/17/2018	6	County Waste - Clifton Park						
				A 1620.400-10-00	Sept 2018	13418263	190007	772.22	772.22
				A 5510.400-40-00	Sept 2018	13418263	190007	77.78	77.78
								Check Total:	850.00
34583	10/17/2018	4077	Crossroads Center For Children						
				A 2250.470-00-00	September 2018	2018-01-02	190143	3,505.30	3,505.30
								Check Total:	3,505.30
34584	10/17/2018	1940	Cummins Northeast, Inc.						
				A 5510.450-40-00	supplies	400-47369	190054	79.11	79.11
								Check Total:	79.11
34585	10/17/2018	1278	Charles Curcio						
				A 2855.402-10-00	Mod Volleyball	10/3/18		123.00	
								Check Total:	123.00
34586	10/17/2018	2020	D&W Diesel, Inc.						
				A 5510.450-40-00	actuator	S73551	190055	715.00	715.00

Duanesburg Central School District



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Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	715.00
34587	10/17/2018	2998	Delta Dental of New York					
TA 20.1				9/20-10/3 2018 claims	BE003057873C		1,993.50	
							Check Total:	1,993.50
34588	10/17/2018	3900	DePaula Chevrolet Inc.					
A 5510.450-40-00					754050	190158	55.84	55.84
A 5510.450-40-00					753987	190158	164.16	164.16
A 5510.450-40-00					753915	190158	1,303.46	1,303.46
							Check Total:	1,523.46
34589	10/17/2018	7062	Anthony Diella					
A 2855.401-10-00				V Football	9/1/18		100.00	
							Check Total:	100.00
34590	10/17/2018	6988	EMP / School Kids Healthcare					
A 2815.450-10-00					2016996	180717	11.00	11.00
A 2815.450-10-00					2015703	180717	102.75	102.75
							Check Total:	113.75
34591	10/17/2018	3660	Expressive Journeys, LLC					
A 2250.400-00-00				music therapy svcs	Sept 2018	190149	770.00	770.00
							Check Total:	770.00
34592	10/17/2018	3265	Ferrell Gas					
A 5510.455-40-00				450.4 g @ 1.5691	1102786393	190077	706.72	706.72
A 5510.455-40-00				310.4g @ 2.159	1102953420	190077	670.15	670.15
							Check Total:	1,376.87
34593	10/17/2018	3955	Fiscal Advisors & Marketing					
A 1380.400-20-00				professional services	28929	190129	322.00	322.00
							Check Total:	322.00
34594	10/17/2018	2186	Kevin Fitzpatrick					
A 2855.402-10-00				V Soccer	9/26/18		98.00	
A 2855.402-10-00				V Soccer	10/3/18		98.00	
							Check Total:	196.00
34595	10/17/2018	224	Flinn Scientific Inc					
A 2110.450-10-00				supplies	2273931	190198	56.40	56.40
							Check Total:	56.40
34596	10/17/2018	228	Follett Library Resources					

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Check #	Check Date	Vendor ID	Vendor Name	Account	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
				A 2610.460-10-00	library books	863947A	180691	694.14	694.14
				A 2610.460-10-00	library books	863947B	180691	622.79	622.79
				A 2610.460-10-00	library books	863947F	180691	160.53	160.53
								Check Total:	1,477.46
34597	10/17/2018	1592	Jim Gardinier	A 2855.402-10-00	JV & V Volleyball	10/9/18		155.50	
								Check Total:	155.50
34598	10/17/2018	251	Gillette Creamery	C 2860.410-00		5041828416	190268	121.50	121.50
				C 2860.410-00		5041827013	190268	145.80	145.80
								Check Total:	267.30
34599	10/17/2018	252	Ginsberg's	C 2860.410-00		2242527	190269	370.84	370.84
				C 2860.410-00		2242528	190269	358.84	358.84
								Check Total:	729.68
34600	10/17/2018	2249	Girvin & Ferlazzo, P.C.	A 1420.400-00-00	legal services	131	190131	1,250.00	1,250.00
				A 2250.400-00-00	legal services	81	190131	357.00	357.00
								Check Total:	1,607.00
34601	10/17/2018	3295	Gotta Go Portable Restrooms	A 1620.400-10-00	September service	9880	190003	300.00	300.00
								Check Total:	300.00
34602	10/17/2018	259	Grainger	A 1620.450-10-00	pressure gauge	9916255657	190022	598.40	598.40
				A 1620.450-10-00	supplies	9919995739	190022	450.11	450.11
				A 1620.450-10-00	supplies	9915978580	190022	89.72	89.72
								Check Total:	1,138.23
34603	10/17/2018	3797	Hannaford Charge Sales	A 1010.400-50-00	orientation	8255357683		59.61	
				A 1010.400-50-00	orientation	74957697		129.34	
								Check Total:	188.95
34604	10/17/2018	283	Hill & Markes Inc	A 1620.450-10-00	supplies	2074406-00	190024	161.99	161.99

Duanesburg Central School District

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Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated	
					C 2860.450-00	2074394-00	190270	278.99	278.99
							Check Total:	440.98	
34605	10/17/2018	4363	Honeywell Law Firm PLLC						
				professional services	2891	190130	2,970.00	2,970.00	
							Check Total:	2,970.00	
34606	10/17/2018	315	J. W. Pepper & Son, Inc.						
					A 2110.450-10-00	01T83468	190199	731.21	731.21
					A 2110.450-10-00	01T88179	190199	24.49	24.49
					A 2110.450-10-00	01T91005	190199	50.00	50.00
							Check Total:	805.70	
34607	10/17/2018	7063	Tod Jackman						
				reimbursement	A 5510.400-40-00	fingerprinting	104.00		
							Check Total:	104.00	
34608	10/17/2018	313	JH Consulting						
				water testing	A 1620.400-10-00	31624	190380	696.25	696.25
							Check Total:	696.25	
34609	10/17/2018	1538	Johnson Controls Fire Protection LP						
				service work - ES	A 1621.400-00-00	85266398	190370	2,238.34	2,238.34
							Check Total:	2,238.34	
34610	10/17/2018	2659	Larned William & Son, Inc						
				rubble	A 1620.450-10-00	92618	190347	346.26	346.26
							Check Total:	346.26	
34611	10/17/2018	348	Leonard Bus Sales						
					A 5510.450-40-00	82953MX1	190058	10.14	10.14
							Check Total:	10.14	
34612	10/17/2018	361	Lowe's						
				supplies	A 1621.450-10-00	902177	190034	114.65	114.65
							Check Total:	114.65	
34613	10/17/2018	6911	Frank Macri						
					A 1240.400-20-00	Sept 2018 mileage	77.17		
							Check Total:	77.17	
34614	10/17/2018	370	MAG Group Business Operations, Inc						
				September 2018	A 1310.400-20-00	9289	190132	3,677.08	3,677.08

Duanesburg Central School District

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Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	3,677.08
34615	10/17/2018	1567	Main-Care Energy					
	A 5510.451-40-00			unleaded	1443621, 107299	190069	2,313.72	2,313.72
	A 5530.430-40-00				1449052, 111630	190076	15.96	15.96
	A 5510.451-40-00			unleaded	1454001, 107299	190069	2,541.10	2,541.10
							Check Total:	4,870.78
34616	10/17/2018	3246	McGraw-Hill School Education Holdings, LLC					
	A 2110.450-10-00			online teacher reference	105554273001	190309	37.11	37.11
	A 2110.480-10-00			online textbooks	105554273001	190309	87.15	418.32
							Check Total:	124.26
34617	10/17/2018	2344	My Shopper					
	A 1310.400-20-00			driver ad	0272	190172	61.50	61.50
	A 1310.400-20-00			driver ad	0663	190172	61.50	61.50
	A 1310.400-20-00			driver ad	0967	190172	61.50	61.50
	A 1310.400-20-00			driver ad	1320	190172	61.50	61.50
	A 1310.400-20-00			driver ad	1656	190172	61.50	61.50
							Check Total:	307.50
34618	10/17/2018	1874	Mike Nagle					
	A 2855.402-10-00			V Soccer	9/28/18		98.00	
	A 2855.402-10-00			V Soccer	9/26/18		98.00	
							Check Total:	196.00
34619	10/17/2018	119	New York Bus Sales LLC					
	A 5510.450-40-00				2006060	190060	10.98	10.98
	A 5510.450-40-00				2006056	190060	49.00	49.00
	A 5510.450-40-00				2005905	190060	75.15	75.15
	A 5510.450-40-00				2005981	190060	54.09	54.09
	A 5510.450-40-00				1041280	190060	54.18	54.18
	A 5510.450-40-00				1041279	190060	203.25	203.25
							Check Total:	446.65
34620	10/17/2018	2572	Nicastro, Michael A.					
	A 2855.401-10-00			Varsity Football	9/29/18		104.00	
							Check Total:	104.00
34621	10/17/2018	462	NYS School Boards Assoc.					
	A 1040.400-50-00			workshop	IVC65214	190305	250.00	250.00

Duanesburg Central School District

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Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	250.00
34622	10/17/2018	465	NYS Unemployment Ins					
	A 9050.800-00-00			Reimburseable billing	3rd Q 2018		5,220.00	
							Check Total:	5,220.00
34623	10/17/2018	446	NYSASBO					
	A 1310.400-20-00			conference	200000115	190285	500.00	500.00
							Check Total:	500.00
34624	10/17/2018	2564	NYSMEC					
	A 1620.431-10-00			electric	665-19A	190281	15,260.09	15,260.09
	A 5630.431-40-00			electric	665-19A	190281	1,006.16	1,006.16
							Check Total:	16,266.25
34625	10/17/2018	6891	Pendleton Signs					
	A 1620.450-10-00			acrylic logo	2815	190301	879.60	879.60
							Check Total:	879.60
34626	10/17/2018	542	Preusser, Raymond G., CPA					
	A 1320.400-20-00			audit services	9/17/18	190170	8,700.00	8,700.00
							Check Total:	8,700.00
34627	10/17/2018	2158	Progress Publications					
	A 2110.450-10-00			supplies	48135436	190203	69.00	69.00
							Check Total:	69.00
34628	10/17/2018	3447	Rabideau, Tracy					
	A 5510.400-40-00			reimbursement	NYS Thruway toll		5.00	
							Check Total:	5.00
34629	10/17/2018	1512	Rundblad, Cindy					
	A 2110.450-10-00			reimbursement	Indian Ladder Farms		32.00	
							Check Total:	32.00
34630	10/17/2018	2129	Schenectady Floor Covering					
	A 1620.450-10-00			flooring	CG810914	190303	998.93	999.00
							Check Total:	998.93
34631	10/17/2018	589	**CONTINUED** Schenectady Truck & Auto Suppl					
							Check Total:	0.00

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Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
34632	10/17/2018	589	Schenectady Truck & Auto Suppl					
	A 5510.450-40-00				315364	190063	23.99	23.99
	A 5510.450-40-00				313826	190063	194.85	194.85
	A 5510.450-40-00				313739	190063	160.28	160.28
	A 5510.450-40-00				313232	190063	28.20	28.20
	A 5510.450-40-00				313117	190063	16.98	16.98
	A 5510.450-40-00				313120	190063	42.15	42.15
	A 5510.450-40-00				312745	190063	3.50	3.50
	A 5510.450-40-00				312779	190063	35.10	35.10
	A 5510.450-40-00				314615	190063	53.99	53.99
	A 5510.450-40-00				314921	190063	22.98	22.98
	A 5510.450-40-00				315314	190063	89.07	89.07
	A 5510.450-40-00				315218	190063	50.94	50.94
	A 5510.450-40-00				315074	190063	9.32	9.32
	A 5510.450-40-00				315166	190063	42.88	42.88
	A 5510.450-40-00				315764	190063	21.98	21.98
	A 5510.450-40-00				315763	190063	69.99	69.99
	A 5510.450-40-00				313222	190063	-4.59	0.00
Check Total:							861.61	
34633	10/17/2018	2660	Scholastic Classroom Magazines					
	A 2110.480-10-00			subscription	M6664263	190349	227.70	227.70
Check Total:							227.70	
34634	10/17/2018	3230	School Outfitters					
	A 2110.450-10-00			bookcases	INV12980563	190353	549.85	507.98
Check Total:							549.85	
34635	10/17/2018	6890	Geoff Seber					
	A 2855.401-10-00			Varsity Football	9/29/18		100.00	
Check Total:							100.00	
34636	10/17/2018	611	Security Supply Corporation					
	A 1620.450-10-00			plumbing supplies	018740 01	190026	151.70	151.70
	A 1620.450-10-00			filter	016998 01	190026	796.12	796.12
	A 1620.450-10-00			supplies	018133 01	190026	7.20	7.20
Check Total:							955.02	

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Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
34637	10/17/2018	1865	Bruce Seeley					
	A 2855.402-10-00			V Soccer	9/19/18		98.00	
							Check Total:	98.00
34638	10/17/2018	6632	Derrick Senior					
	A 2855.402-10-00			Mod Volleball	10/3/18		123.00	
							Check Total:	123.00
34639	10/17/2018	6813	Shisler, Roger					
	A 2855.402-10-00			JV & V Volleyball	10/9/18		155.50	
							Check Total:	155.50
34640	10/17/2018	3313	Timothy J. Smith					
	A 2855.402-10-00			JV & V Volleyball	10/4/18		155.50	
							Check Total:	155.50
34641	10/17/2018	639	Staples Contract & Commercial					
	A 2110.450-10-00			supplies	3391939927	190381	102.09	102.09
	A 2110.450-10-00			supplies	3391119615	190372	47.51	47.51
	A 2110.450-10-00			supplies	3390478158	190355	134.80	134.80
							Check Total:	284.40
34642	10/17/2018	643	Studies Weekly, Inc					
	A 2110.480-10-00			subscription	248301	190364	1,530.00	1,530.00
							Check Total:	1,530.00
34643	10/17/2018	4013	Sycaway Creamery inc.					
	C 2860.410-00				921279A	190271	154.51	154.51
	C 2860.410-00				921950A	190271	120.86	120.86
	C 2860.410-00				921948A	190271	226.59	226.59
	C 2860.410-00				921281A	190271	109.19	109.19
	C 2860.410-00				920603A	190271	117.04	117.04
	C 2860.410-00				920605A	190271	95.09	95.09
	C 2860.410-00				921096A	190271	120.86	120.86
	C 2860.410-00				921098A	190271	98.19	98.19
							Check Total:	1,042.33
34644	10/17/2018	1673	Sysco Food Svcs of Albany					
	C 2860.410-00				125809731	190272	524.49	524.49
	C 2860.410-00				125809732	190272	397.99	397.99

Duanesburg Central School District

Check Warrant Report For A - 8: October 17, 2018 Payments For Dates 10/1/2018 - 10/31/2018



Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	922.48
34645	10/17/2018	3866	Thompson, Kevin					
A 2855.401-10-00				Varsity Football	9/29/18		100.00	
							Check Total:	100.00
34646	10/17/2018	1877	Time Warner of Albany NY					
A 5510.450-40-00				Oct 2018	598487001092718	190078	26.59	26.59
							Check Total:	26.59
34647	10/17/2018	1921	UniFirst Corporation					
A 1620.450-10-00					052 3616324	190029	66.09	66.09
A 5510.450-40-00					052 3622224	190029	8.77	8.77
A 1620.450-10-00					052 3619258	190029	51.52	51.52
A 1620.450-10-00					052 3619257	190029	66.09	66.09
A 1620.450-10-00					052 3622184	190029	51.52	51.52
A 1620.450-10-00					052 3625115	190029	66.09	66.09
A 1620.450-10-00					052 3625116	190029	51.52	51.52
							Check Total:	361.60
34648	10/17/2018	3668	Valentine, Kenneth					
A 2855.402-10-00				JV & V Volleyball	10/4/18		155.50	
							Check Total:	155.50
34649	10/17/2018	703	Village Treasurer					
A 1620.421-10-00				water	B-00002705	190126	2,163.00	2,163.00
							Check Total:	2,163.00
34650	10/17/2018	4287	John Vine					
A 2855.401-10-00				Varsity football	9/29/18		100.00	
							Check Total:	100.00
34651	10/17/2018	1977	W.B. Mason Company, Inc					
A 1621.450-10-00				supplies	159219866	180724	411.04	411.04
C 2860.450-00					159298576	190274	40.74	40.74
C 2860.450-00					159206612	190274	50.61	50.61
							Check Total:	502.39
34652	10/17/2018	732	Wolfe					
A 1621.450-10-00				supplies	170937	190036	8.50	8.50
							Check Total:	8.50
34653	10/17/2018	888	Zaner-Bloser					

Duanesburg Central School District

Check Warrant Report For A - 8: October 17, 2018 Payments For Dates 10/1/2018 - 10/31/2018



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 2110.480-10-00					10186921	190357	91.47	91.47
							Check Total:	91.47
							Warrant Total:	112,568.66
							Vendor Portion:	112,568.66

Number of Transactions: 95

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 95 in number, in the total amount of \$112,568.66. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

17 OCT 2018 _____
Date Claims Auditor

10/30/18 - General Warrant A7 & Capital Warrant H7

**DUANESBURG CENTRAL SCHOOL DISTRICT
CLAIMS AUDITOR CHECKLIST**

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
1. Were authorized signatures noted for the Receiving Copy of Packing Slip and the Purchase copy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Did amount on check equal the Invoice amount? (Mathematical Accuracy)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Was Invoice price within approximately 15 % of Purchase Order amount?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Checked for duplicate payments? (previously paid invoice from vendors have been checked to be sure payment is not a duplication).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Were Conference Request forms properly Approved by the Superintendent, properly Documented and summarized?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Were Receipts evident for travel, hotel, and meals? Vouchers for travel must contain purpose of travel, dates and points of travel, and approved rate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Were vouchers properly itemized? Vouchers for personal service, such as chaperones, referees; etc. must contain purpose, date of service, length of service, and approved rate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Were late charges deducted from claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Did the invoice date precede the Purchase Order date?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Was there evidence of violation of bid law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Are all checks properly accounted for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Were all purchase discounts taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. Was there evidence of Sales Tax paid?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

14. Did Petty Cash Report have receipts
Attached there to?

N/A

15. Check Register was found accurate?

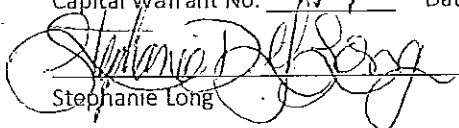
16. Did Requisition accompany a blanket
Invoice for non-contractual Items?

Additional comments:

NO COMMENTS

I hereby certify that the schedule of claims, GF Warrant No. A9

Capital Warrant No. H7 Dated 10/30/18 has been audited.


Stephanie Long

Claims Auditor Date 10/30/18



Signature _____

Print Name _____ Substitute Claims Auditor Date _____

Duanesburg Central School District

Check Warrant Report For H - 7: October 2018 Capital Payments For Dates 10/1/2018 - 10/31/2018



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
1356	10/30/2018	6702	Condor Fire Sprinkler Co., LLC	through 7/31/18	App 13	170573	13,499.00	13,499.00
HK 1620.293-1000								
Number of Transactions: 1								
Check Total:							13,499.00	
Warrant Total:							13,499.00	
Vendor Portion:							13,499.00	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$13,499.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

3000072018 Stephen D. Long
 Date Claims Auditor

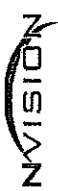
Duanesburg Central School District

Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
34661	10/30/2018	934	Advanced Therapy P.L.L.C.		8081		330.00	
A 2250.400-00-00				summer services			330.00	
Check Total:								
34662	10/30/2018	22	Amazon					
A 1620.450-10-00					747998548633	190342	240.00	240.00
A 2110.450-10-00					445487653796	190367	49.99	50.00
A 2110.450-10-00					437653884379	190332	190.00	190.00
A 2815.450-10-00					673577465935	190366	65.20	65.39
A 2855.450-10-00					693653665539	190368	57.96	59.96
A 2855.450-10-00					467995579959	190340	286.90	286.90
A 2855.450-10-00					433658488597	190345	224.25	224.25
A 2110.450-10-00					4884986966454	190332	571.76	571.76
A 2855.450-10-00					986969398877	190340	59.58	53.08
Check Total:							1,745.64	
34663	10/30/2018	31	Antonucci's Wholesale					
C 2860.410-00					946869	190266	94.74	94.74
C 2860.410-00					946868	190266	124.56	124.56
Check Total:							219.30	
34664	10/30/2018	6467	AssetWorks LLC					
A 1310.400-20-00				license fee 18/19	MA18-322	190179	2,880.00	3,500.00
Check Total:							2,880.00	
34665	10/30/2018	995	Bimbo Foods, Inc./Freihofer					
C 2860.410-00					66405038952	190267	88.20	88.20
C 2860.410-00					66405038953	190267	41.88	41.88
C 2860.410-00					66405038866	190267	55.14	55.14
C 2860.410-00					66405038865	190267	32.07	32.07
Check Total:							217.29	
34666	10/30/2018	2429	Bonded Building Materials, Inc					
A 1621.450-10-00				roofing materials	404171	190395	575.13	575.13
Check Total:							575.13	
34667	10/30/2018	1255	Cagnina, Sr., Frank					
A 2855.402-10-00				Mod volleyball	10/15/18		108.00	
Check Total:							108.00	

Duanesburg Central School District



Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
34668	10/30/2018	6877	Capital District Wrestling Officials Assoc		Entry fee- 11/24/18 tourney	190406	120.00	120.00
A 2855.400-10-00								
34669	10/30/2018	100	**CONTINUED** Capital Region BOCES				120.00	
Check Total: 120.00								
34670	10/30/2018	100	Capital Region BOCES				0.00	
A 1010.490-50-00								
A 1310.490-20-00					C0353-19	190159	59.09	59.09
A 1345.490-00-00					C0353-19	190159	5,651.28	5,651.28
A 1430.490-00-00					C0353-19	190159	393.25	393.25
A 1480.490-00-00					C0353-19	190159	1,657.45	1,657.45
A 1680.490-00-00					C0353-19	190159	16,295.20	16,295.20
A 2060.490-00-00					C0353-19	190159	1,687.30	1,687.30
A 2070.490-00-00					C0353-19	190159	2,978.60	2,978.60
A 2110.490-00-00					C0353-19	190159	3,588.42	3,588.42
A 2250.490-00-00					C0353-19	190159	16,161.91	16,161.91
A 2280.490-00-00					C0353-19	190159	56,184.03	56,184.03
A 2610.490-00-00					C0353-19	190159	26,001.97	26,001.97
A 2630.490-00-00					C0353-19	190159	2,103.42	2,103.42
A 2810.490-00-00					C0353-19	190159	41,531.64	41,531.64
A 1620.490-00-00					C0353-19	190159	116.25	116.25
Check Total: 176,569.53								
34671	10/30/2018	100	Capital Region BOCES				26,956.88	
FI 2253.490 Summer tuition								
115-19F								
34672	10/30/2018	7057	Elizabeth Cardella				26,956.88	
A 2855.402-10-00 Modified Volleyball								
10/1/18								
34673	10/30/2018	1886	Cardiac Life				108.00	
A 2815.450-10-00								
108781								
Check Total: 132.40								
34674	10/30/2018	115	CDPHP				132.40	
Check Total: 132.40								

Duanesburg Central School District

Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 9060.800-00-00				November 2018	182870000955	190121	4,141.60	4,141.60
A 9060.800-00-00				November 2018	182870017133	190121	1,061.55	1,061.55
					Check Total:		5,203.15	
34675	10/30/2018	2492	Chicoine, Joyce	Varsity volleyball	10/24/18		105.00	
A 2855.402-10-00								
34676	10/30/2018	7067	Cobleskill-Richmondville Varsity Wrestling				105.00	
A 2855.450-10-00				entry fee- 12/15/18 tourney	190408		275.00	275.00
					Check Total:		275.00	
34677	10/30/2018	3979	Comalli Group Inc	service work	68739		558.15	
A 1620.400-10-00								
34678	10/30/2018	6822	William L. Cowan	Varsity Football	10/5/18		558.15	
A 2855.401-10-00								
34679	10/30/2018	153	Crown Company Inc, R H				104.00	
A 1620.450-10-00				anti-bacterial/cases	060712-01	190020	2,290.86	2,290.86
					Check Total:		2,290.86	
34680	10/30/2018	164	Patrick Decastro	Modified Volleyball	10/15/18		108.00	
A 2855.402-10-00								
34681	10/30/2018	2998	Delta Dental of New York	October 2018	BE003076423A		108.00	
TA 20.1								
34682	10/30/2018	2998	Delta Dental of New York				661.63	
TA 20.1				10/4-10/17 claims	BE003076423C		2,136.00	
					Check Total:		2,136.00	
34683	10/30/2018	3900	DePaula Chevrolet Inc.	parts	756132	190158	357.72	357.72
A 5510.450-40-00				parts	755991	190158	680.97	680.97
A 5510.450-40-00				parts	755507	190158	519.72	519.72
					Check Total:		1,558.41	

Duanesburg Central School District

Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
34684	10/30/2018	186	Duanesburg Auto Care	inspection	11807	190038	21.00	21.00
A 5510.400-40-00							21.00	
34685	10/30/2018	6625	Bryan Dyer				98.00	
A 2855.402-10-00			Varsity Volleyball		9/27/18		98.00	
34686	10/30/2018	7072	Dyer, Michael				98.00	
A 2855.402-10-00			Varsity VB		9/27/18		98.00	
34687	10/30/2018	1427	E. A. Morse & Co.				98.00	
A 1620.450-10-00			supplies		677498	190021	98.00	98.00
34688	10/30/2018	3996	Electronix Express RSR Electro				98.00	
A 2110.450-10-00			tech supplies		631923	190331	610.50	610.50
A 2110.450-10-00			tech supplies		636051	190331	71.50	109.20
34689	10/30/2018	204	Empire BlueCross				682.00	
A 9060.800-00-00			November 2018		000440895E	190119	159,936.86	159,936.86
34690	10/30/2018	3265	Ferrell Gas				159,936.86	
A 5510.455-40-00			512.2 g @ 2.249		1103155674	190077	1,151.94	1,151.94
A 5510.455-40-00			515.5 g @ 2.249		1103049327	190077	1,159.36	1,159.36
34691	10/30/2018	230	Four Winds Hospital				2,311.30	
A 2250.400-00-00			tutoring		71132		384.00	
34692	10/30/2018	1718	William J. III Giliston				384.00	
A 2855.401-10-00			Varsity Football		10/5/18		100.00	
34693	10/30/2018	252	Ginsberg's				100.00	
C 2860.410-00					2249489	190269	384.30	384.30
C 2860.410-00					2250601	190269	-38.70	0.00
C 2860.410-00					2249490	190269	305.62	305.62

Duanesburg Central School District

Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
34694	10/30/2018	259	Grainger				651.22	
Check Total:								
A 1620.450-10-00					9936118539	190022	95.32	95.32
A 5510.450-40-00					9931207543	190056	318.20	318.20
A 1620.450-10-00					9935932781	190022	204.00	204.00
A 5510.450-40-00					9931382981	190056	46.91	46.91
A 1620.450-10-00					9931992433	190022	585.00	585.00
Check Total: 1,249.43								
34695	10/30/2018	1626	Gray Electric Company				541.53	541.53
Check Total: 541.53								
34696	10/30/2018	4111	Guilderland Wrestling Booster Club				200.00	200.00
Check Total: 200.00								
34697	10/30/2018	2059	Hallberg, Laurel				75.00	75.00
Check Total: 75.00								
34698	10/30/2018	283	Hill & Markes Inc				103.42	103.42
Check Total: 103.42								
34699	10/30/2018	4343	Hillcrest Golf & Country Club				1,650.00	1,650.00
Check Total: 1,650.00								
34700	10/30/2018	1538	Johnson Controls Fire Protection LP				525.42	525.42
Check Total: 525.42								
34701	10/30/2018	7071	Thomas Jozifek				67.50	67.50
Check Total: 67.50								
34702	10/30/2018	1446	Kelvin Electronics				2,609.86	2,609.86
Check Total: 2,609.86								
A 2110.450-10-00				tech supplies	297063	190338	130.00	130.00
A 2110.450-10-00				tech supplies	297219	190338	450.00	450.00
A 2110.450-10-00				tech supplies	297281	190338		
Check Total: 580.00								

Duanesburg Central School District

Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
34703	10/30/2018	6816	Robert W. Lang				3,189.86	
A 2855.401-10-00				Varsity football/clock	10/5/18		68.00	
				Check Total:			68.00	
34704	10/30/2018	6825	Walter F. Lippmann II				100.00	
A 2855.401-10-00				Varsity Football	10/5/18		100.00	
				Check Total:			100.00	
34705	10/30/2018	2752	magna5				1,481.35	1,481.35
A 1620.420-10-00					5014861	190134	1,481.35	
				Check Total:			1,481.35	
34706	10/30/2018	1567	Main-Care Energy				3,109.79	3,109.79
A 5510.451-40-00				unleaded	1455874,107299	190069	3,109.79	
A 5530.430-40-00				38.6 gal @2.5044	1461838	190076	96.67	96.67
				Check Total:			3,206.46	
34707	10/30/2018	4158	MiSci				325.00	325.00
A 2110.401-10-00				summer seminar	2018-87	190112	325.00	
				Check Total:			325.00	
34708	10/30/2018	4342	Mohanasen CSD				59.50	59.50
A 2855.400-10-00				swimming fees		190416	59.50	
				Check Total:			59.50	
34709	10/30/2018	4089	Mohanasen Wrestling Booster Cl				300.00	300.00
A 2855.400-10-00				entry fee/10/30/18		190417	300.00	
				Check Total:			300.00	
34710	10/30/2018	7064	Monroe 2 - Orleans BOCES				95.00	95.00
A 2815.400-10-00				10/24/18 seminar	J. Newsome/DCS	190397	95.00	
				Check Total:			95.00	
34711	10/30/2018	406	MVP Health Care, Inc.				5,132.40	5,132.40
A 9060.800-00-00				November 2018	000011059992	190120	5,132.40	
				Check Total:			5,132.40	
34712	10/30/2018	119	New York Bus Sales LLC				17.56	17.56
A 5510.450-40-00				parts	1041490	190060	17.56	
A 5510.450-40-00				parts	1041489	190060	17.82	17.82
A 5510.450-40-00				parts	1041478	190060	519.90	519.90

Duanesburg Central School District

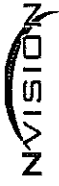


Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018

Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 5510.450-40-00				parts	1041571	190060	20.28	20.28
A 5510.450-40-00				parts	1041569	190060	204.29	204.29
A 5510.450-40-00				parts	1041638	190060	182.75	182.75
A 5510.450-40-00				parts	1041727	190060	249.98	249.98
Check Total:							1,212.58	
34713	10/30/2018	7066	Oneonta Wrestling					
A 2855.400-10-00				entry fee/12/21/18	190407		350.00	350.00
Check Total:							350.00	
34714	10/30/2018	1168	Prestige Services Inc.					
A 5510.400-40-00					1776886	190073	39.75	39.75
Check Total:							39.75	
34715	10/30/2018	284	River Valley Radio, Inc.					
A 5510.450-40-00				4w/16ch radios	20342	190356	582.12	582.12
Check Total:							582.12	
34716	10/30/2018	4070	RobotShop					
A 2110.450-10-00				tech supplies	10618379	190335	1,857.75	1,857.75
Check Total:							1,857.75	
34717	10/30/2018	3237	Ronco Specialized Systems, Inc					
A 1620.400-10-00				phones	16942	190011	647.88	647.88
Check Total:							647.88	
34718	10/30/2018	589	Schenectady Truck & Auto Suppl					
A 5510.450-40-00				parts	317083	190063	74.98	74.98
A 5510.450-40-00				parts	317059	190063	5.50	5.50
A 5510.450-40-00				parts	317055	190063	223.73	223.73
A 5510.450-40-00				parts	316467	190063	18.96	18.96
A 5510.450-40-00				parts	316791	190063	408.40	408.40
A 5510.450-40-00				parts	316644	190063	16.24	16.24
A 5510.450-40-00				parts	316550	190063	1.12	1.12
A 5510.450-40-00				parts	316258	190063	194.13	194.13
A 5510.450-40-00				parts	316256	190063	134.98	134.98
A 5510.450-40-00				parts	316218	190063	10.10	10.10
A 5510.450-40-00				parts	316994	190063	63.66	63.66
Check Total:							1,151.80	

Duanesburg Central School District

Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
34719	10/30/2018	7065	Scoreboard Service Company		17133	190405	45.00	60.00
A 2855.450-10-00								
							Check Total:	45.00
34720	10/30/2018	3079	Scripps National Spelling Bee		SK32-329094	190411	114.50	114.50
A 2110.400-10-00								
							Check Total:	114.50
34721	10/30/2018	611	Security Supply Corporation	ES	SK32-329096	190411	114.50	114.50
A 1620.450-10-00								
							Check Total:	229.00
34722	10/30/2018	1706	Kent Sellner		020720 02	190026	130.73	130.73
A 2855.402-10-00								
							Check Total:	67.50
34723	10/30/2018	6632	Derrick Senior		020720 01	190026	30.42	30.42
A 2855.402-10-00								
							Check Total:	161.15
34724	10/30/2018	1563	Michael B. Short	Mod Soccer	10/19/18		67.50	
A 2855.402-10-00								
							Check Total:	67.50
34725	10/30/2018	4174	Carmen Sinicropi	Modified Volleyball	10/11/18		108.00	
A 2855.401-10-00								
							Check Total:	108.00
34726	10/30/2018	3313	Timothy J. Smith	Girls Mod Soccer	10/17/18		97.75	
A 2855.401-10-00								
							Check Total:	97.75
34727	10/30/2018	7043	Sprague Operating Resources, LLC	Varsity Football	10/5/18		100.00	
A 5510.454-40-00								
							Check Total:	100.00
34728	10/30/2018	639	Staples Contract & Commercial	Varsity volleyball	10/24/18		105.00	
A 2110.450-10-00								
							Check Total:	105.00
34729	10/30/2018	7043	Sprague Operating Resources, LLC	diesel	18244774	190071	2,094.05	2,094.05
A 5510.454-40-00								
							Check Total:	2,094.05
34730	10/30/2018	639	Staples Contract & Commercial		3393020928	190393	46.06	46.06
A 2110.450-10-00								
							Check Total:	46.06
34731	10/30/2018	639	Staples Contract & Commercial		3393410960	190396	112.69	112.69
A 2110.450-10-00								
							Check Total:	112.69
34732	10/30/2018	639	Staples Contract & Commercial		3393020925	190391	21.92	21.92
A 2110.450-10-00								
							Check Total:	21.92

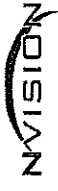
Duanesburg Central School District



Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018

Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 2810.450-00-00					3392936411	190389	39.46	32.52
A 5510.450-40-00				toner	3392798750	190072	116.99	116.99
A 2110.450-10-00					3393020926	190391	140.89	140.89
A 2110.450-10-00					3393020927	190391	27.83	27.83
A 2110.450-10-00					3393020924	190391	28.38	28.38
Check Total:							534.22	
34729	10/30/2018	3857	Sun Life & Health Insurance Co		November 2018	190122	232.96	232.96
A 9070.800-00-00				232.96				
Check Total:							232.96	
34730	10/30/2018	4013	Sycaway Creamery Inc.		923255A	190271	196.38	196.38
C 2860.410-00					922608A	190271	128.40	128.40
C 2860.410-00					922606A	190271	86.52	86.52
C 2860.410-00					923079A	190271	90.64	90.64
C 2860.410-00					923077A	190271	166.17	166.17
C 2860.410-00					923257A	190271	105.75	105.75
C 2860.410-00					922427A	190271	96.88	96.88
C 2860.410-00					922425A	190271	143.50	143.50
Check Total:							1,014.24	
34731	10/30/2018	1673	Sysco Food Svcs of Albany		125827565	190272	542.50	542.50
C 2860.410-00					125827563	190272	497.11	497.11
Check Total:							1,039.61	
34732	10/30/2018	6947	Stephen Trembley	swim meet	9/25/18		91.00	
A 2855.402-10-00								
Check Total:							91.00	
34733	10/30/2018	4360	Tusang, William	Mod Soccer	10/22/18		67.50	
A 2855.402-10-00								
Check Total:							67.50	
34734	10/30/2018	1921	UniFirst Corporation		052 3631035	190029	66.09	66.09
A 1620.450-10-00				cleaning supplies HS	052 3628143	190029	8.77	8.77
A 5510.450-40-00				cleaning supplies BG	052 3628104	190029	51.52	51.52
A 1620.450-10-00				cleaning supplies ES				

Duanesburg Central School District



Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018

Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 1620.450-10-00				cleaning supplies HS	052 3610831	190029	66.09	66.09
A 1620.450-10-00				cleaning supplies HS	052 3622183	190029	66.09	66.09
A 1620.450-10-00				cleaning supplies ES	052 3590333	190029	51.52	51.52
A 1620.450-10-00				cleaning supplies ES	052 3611866	190029	51.52	51.52
A 1620.450-10-00				cleaning supplies ES	052 3613407	190029	51.52	51.52
Check Total:							413.12	
34735	10/30/2018	700	Verizon Wireless					
A 1240.400-20-00					9816231601	190135	70.03	70.03
A 1310.400-20-00					9816231601	190135	76.24	76.24
A 2110.400-10-00					9816231601	190135	55.13	55.13
A 5510.400-40-00					9816231601	190135	88.75	88.75
Check Total:							290.15	
34736	10/30/2018	1977	W.B. Mason Company, Inc					
A 1620.450-10-00					159894729	190394	42.40	42.40
C 2860.450-00					159715584	190274	20.37	20.37
Check Total:							62.77	
34737	10/30/2018	722	WAC					
A 2855.400-10-00					Spring 2018 dues	190233	1,027.84	1,027.84
Check Total:							1,027.84	
34738	10/30/2018	4258	Warren Tire Service Ctr., Inc					
A 5510.450-40-00					22702	190068	976.00	976.00
Check Total:							976.00	
34739	10/30/2018	717	Watkins Spring Co					
A 5510.400-40-00					192457	190051	90.00	90.00
Check Total:							90.00	
34740	10/30/2018	7069	Watso, Robert					
A 5510.400-40-00				reimbursement/fin gerprinting			99.00	
Check Total:							99.00	
34741	10/30/2018	725	Wildwood Programs Inc.					
A 2250.470-00-00				Oct. tuition	19145	190144	5,340.51	5,340.51
Check Total:							5,340.51	
34742	10/30/2018	731	Wolberg Electric					
A 1621.450-10-00					1999517	190035	1,050.00	1,050.00
Check Total:							1,050.00	

Duanesburg Central School District

Check Warrant Report For A - 9: October 30 2018 Payments For Dates 10/1/2018 - 10/31/2018



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
34743 C 689	10/30/2018	7070	Wolken, Sherri	student transferred			1,050.00	
				reimbursement/lun ch balance			52.25	
Check Total:							52.25	
Warrant Total:							426,943.12	
Vendor Portion:							426,943.12	

Number of Transactions: 83

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 83 in number, in the total amount of \$ 4,124,411.12. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

20 October 2018 Sybil D. Day
Date Claims Auditor

E.S. Weeding List

Fall 2018

Title	Published	Barcode
Animals and how they grow	1993	3003900073157
101 questions and answers about pets and people	1988	3003900004990
Barron's encyclopedia of cat breeds : a complete guide to the domestic cats of North	1997	30039000200941
Clem : the story of a raven	1986	3003900005187
Do dogs make dessert? : a book about how animals help humans	2004	3003900162514
Dogs : how to choose and care for a dog	2004	30039000144297
Dogs working for people	1972	3003900076010
Horses	1980	3003900183118
James Herriot's favorite dog stories	1996	3003900005604
The Old English sheepdog	1989	3003900005686
Puppies	1990	3003900005702
Puppy	1992	3003900005221
Puppy	2001	30039000146961
Ruffian	1983	3003900005016
The Usborne little book of cats and kittens	2009	30039000199333
Zoo worker	1989	3003900078321
882 1/2 amazing answers to your questions about the Titanic	1998	3003900165502
Admiral Richard Byrd : alone in Antarctica	2006	30039000200636
Africa.	1998	3003900164987
Aircraft carriers : inside and out	2002	30039000119901
Alaska	1993	3003900059271
Alaska's magnificent parklands	1984	3003900025147
Algeria	1990	3003900052054
The Alps and their people	1994	3003900051153
Always to remember : the story of the Vietnam Veterans Memorial	1989	3003900051901
Amazing cars	1992	3003900001975
The ancient Adirondacks	1974	3003900068485
The animal cartoon book	1998	3003900183859
Antarctica	1994	3003900059618
The Arctic and its people	1993	3003900059592
Arlington National Cemetery	1991	3003900054472
Arlington National Cemetery	1995	3003900054490
Atlantic : District of Columbia, Virginia, West Virginia	1988	3003900054249
The Australian outback and its people	1995	3003900025174
Austria	1986	3003900027939
Austria	1986	3003900027948
Bangladesh	1992	3003900051616
Battle of the Bulge	2004	30039000143638
Battles that changed the modern world	1994	3003900003152
Beautiful junk : a story of the Watts Towers	1968	3003900007960
Belgium	1988	3003900051135
Bolivia	1988	3003900059360
Bolivia	1988	3003900059379
Botswana	1993	3003900052198
Brazil	1988	3003900059333
The Bremen town musicians : a retelling of the Grimms' fairy tale	2004	3003900163425
Brunei	1991	3003900051849
Burma	1987	3003900051778

Attn:
Celeste

A family in Peru	1987	3003900059397
A family in South Korea	1987	3003900051242
Finland	1983	3003900028689
The fisherman and his wife : a retelling of the Grimms' fairy tale	2004	3003900163407
Florida	1992	3003900053570
Flying machine	2000	3003900001813
Frog and toad all year	1976	3003900160909
Frog and Toad together	1972	3003900173762
A frontier fort on the Oregon Trail	1994	3003900058815
The Gambia	1994	3003900052107
Germany	2005	30039000141327
Germany	1991	3003900027902
Ghana	1987	3003900052116
The gold coin	1994	3003900058049
Goodbye, Havana! Hola, New York!	2011	30039000205437
Greenland	1989	3003900059609
Guatemala	1993	3003900052820
Guatemala	1990	3003900052848
Guide To Japan	1995	3003900176661
Guyana	1994	3003900059477
Hatchet	1987	3003900050207
Hawaii	1994	3003900059574
The history news : explorers	1997	3003900003312
Hong Kong	1985	3003900051340
Hong Kong	1991	3003900051386
How people first lived	1985	3003900023835
HOW PRUDENCE PROOVIT PROVED THE TRUTH ABOUT FAIRY TALES.	2004	3003900135901
HOW PRUDENCE PROOVIT PROVED THE TRUTH ABOUT FAIRY TALES.	2004	3003900160035
Hungary	1988	3003900027993
I dream of peace : images of war by children of former Yugoslavia	1994	3003900051206
I like the library	1977	3003900060802
I meant to clean my room today	1988	3003900161640
Iceland	1987	3003900028698
India	1990	3003900051563
India	2003	3003900168625
Indian chiefs	1987	3003900025423
An Indian winter	1992	3003900025076
Indonesia	1993	3003900051929
Indonesia	1987	3003900051938
Insect world.	1988	3003900028992
Inside France	1988	3003900028386
Iran	1991	3003900051634
Iraq	1991	3003900051670
Ireland, land of mist and magic	1983	3003900027831
Israel	1986	3003900051732
Italy	1999	30039000136673
Italy	1988	3003900028475
JAMELA'S DRESS.	1999	3003900106425
Japan	1983	3003900051457

Panama	1991	3003900052919
Papua New Guinea	1994	3003900059565
Paraguay	1993	3003900059486
The peace seekers : the Nobel Peace Prize	1987	3003900025263
People's Republic of China	1984	3003900051313
Peppe the lamplighter	1993	3003900174404
Peru	1992	3003900059413
Peru : the people and culture	1994	3003900059431
Philippines	1987	3003900051947
The Philippines	1984	3003900051965
Pirate	1994	3003900005454
Poland	1983	3003900027957
Poland, land of freedom fighters	1984	3003900027975
Police cars	1999	3003900091217
Portugal	1986	3003900028518
Pyramid	1994	3003900003198
The Republic of Ireland	1984	3003900027813
Roald Amundsen and Robert Scott	1990	3003900025192
Rocket rescue	2000	30039000140899
Romania	1988	3003900051224
The Sahara and its people	1993	3003900052081
El Salvador	1990	3003900052866
Saudi Arabia	1993	3003900051527
Scotland	1985	3003900027797
Scotland	1985	3003900027804
Singapore	1989	3003900051858
Sketching and drawing for children	1990	3003900160963
Snowmen at night	2002	3003900161347
The South : Alabama, Florida, Mississippi	1988	3003900054640
South America : facts & figures	2004	30039000141509
South Central : Arkansas, Kansas, Louisiana, Missouri, Oklahoma	1988	3003900054659
South Korea : photography	1987	3003900051411
The Southeast : Georgia, Kentucky, Tennessee	1988	3003900054668
Spain	1985	3003900028493
Spain	2003	30039000141525
Spectacular Australia.	1981	3003900068494
Sri Lanka	1992	3003900051625
Standing tall : the stories of ten Hispanic Americans	1994	3003900162211
Stories of composers for young musicians	1981	3003900087017
The story of the Declaration of independence	1968	3003900053393
The story of the Declaration of independence	1968	3003900134494
The story of the Montgomery bus boycott	1986	3003900054711
Sweden	1987	3003900028661
Switzerland	1986	3003900051162
Switzerland, the summit of Europe	1989	3003900051171
Syria	1988	3003900051705
Taiwan	1994	3003900051377
Tanks	2002	3003900109609
Tanzania	2010	30039000200172

Count your way through Russia	1987	3003900028545
Coyote : a trickster tale from the American Southwest	1999	3003900014024
Days of the knights : a tale of castles and battles	1998	30039000136244
Dinosaurs divorce	1986	3003900002885
Dmitry : a young Soviet immigrant's	1981	3003900028527
Earth Mother	2005	3003900166244
Eastern Europe : the lands and their peoples	1987	3003900028581
Emma's kitten.	1989	3003900076029
The empty pot	1990	3003900106513
Europe	1985	3003900027494
A family in China	1985	3003900051260
Fight for freedom : the American Revolutionary War	2004	3003900161301
First ladies	1977	3003900025307
Freddie and Flossie and the Easter egg hunt	2006	30039000196545
Ghosts in the house!	2008	3003900182583
Gonna sing my head off! : American folk songs for children /collected and arranged by	1995	3003900013329
The great polar adventure : the journeys of Roald Amundsen	1994	3003900025218
Growing up Indian	1986	3003900134500
Hannibal and the enemies of Rome	1978	3003900027350
HANSEL AND GRETEL.	1994	3003900134467
Happy endings : a story about suffixes	2011	3003900210785
Henry Stanley and David Livingstone	1990	3003900023032
Hiawatha	1984	3003900021427
Hilary Knight's The twelve days of Christmas.	1981	3003900162015
Hiroshima and Nagasaki	1984	3003900027733
A historical album of New York	1993	3003900053918
A history of powered ships	2005	30039000145401
Horses	2001	30039000136541
How to do right : Dudley Do-Right's book of manners	1998	3003900106853
Inch by inch	1995	30039000194276
Ironclads of the Civil War	1964	3003900053473
John Paul Jones, hero of the seas	1983	3003999000068
Kittens	1979	3003900183127
Last names first : --and some first names too	1985	3003900025771
Let's visit Nicaragua	1985	3003900052884
The lion & the mouse	2009	30039000199309
Lon Po Po : a Red-Riding Hood story from China	1989	3003900013855
The look-it-up book of presidents	2001	3003999000086
Marvelous math : a book of poems	1997	3003900099601
Massachusetts	1978	3003900053776
Mid-Atlantic : Delaware, Maryland, Pennsylvania	1988	3003900053614
The mitten : a Ukrainian folktale	1989	3003900008503
The mitten : a Ukrainian folktale	1989	3003900008512
My pet cats	1997	30039000136822
My pet ferrets	2001	3003900089854
My village, Sturbridge	1977	3003900053767
The mystery of Stonehenge	1977	3003900027332
New England village : everyday life in 1810	1976	3003900053650
New York history	2003	30039000149239

Born to trot	1993	3003900135858
The borning room	1991	3003900045973
Bud, not Buddy	1999	3003900173511
The bungalow mystery	1988	3003900107889
Cabin fever	2011	30039000206021
Caleb's story	2001	3003900109306
The call of the wild	1997	3003900161891
The case of the green ghost	1999	30039000118317
The cat in the hat	1985	30039000136145
A century of Immlgration : 1820-1924	2000	30039000118358
Chasing Vermeer	2005	3003900173575
Christmas around the world	1986	3003900006934
Coming to America : the story of immigration	1996	3003900001038
Cyndy Szekeres' Fluffy Duckling.	1992	3003900103730
Danny and the dinosaur go to camp	1996	3003900097676
Diary of a wimpy kid	2007	3003900183840
Diary of a wimpy kid	2007	3003900185973
Diary of a wimpy kid	2007	3003999000184
Dilly the dinosaur	1987	3003900041129
The DNAgers. The legend of crossbones key	1997	3003900095589
Do bananas chew gum?	1980	3003900046375
The dog at the window	1984	3003900046641
Dog-gone mess : a novelization	2003	30039000140212
Dolphin freedom	1999	3003900082904
The dot	2003	30039000148926
Dragon and monster tales	1980	3003900009968
Dragon rider	2011	3003900174627
The dream team : a novelization	2002	30039000140253
The ersatz elevator	2001	3003900183555
Escape from Mr. Lemoncello's library	2013	30039000232779
Esperanza rising	2000	3003900102385
Fantastic Mr. Fox	2007	3003900045107
Fantastic Mr. Fox	2007	3003900045116
Fashion	2009	30039000203960
A fine white dust	1996	3003900050911
Flag Day	1965	3003900006765
The foot book	1996	3003900035804
The foot book	1996	3003900035822
Freddy goes camping	1986	3003900043118
From the mixed-up files of Mrs. Basil E. Frankweiler	2002	3003900093108
The fuzzytail friends' great egg hunt	1988	3003900182128
The ghost in the noonday sun	1989	3003900177090
The Ghost Squad and the prowling hermits	1987	3003900040059
The Ghost Squad flies Concorde	1985	3003900040068
The gift of the pirate queen	1990	3003900046348
Ginger Pye	1987	3003900045679
Ginger Pye	1987	3003900131923
A girl named Disaster	1996	3003900045866
Grasshopper on the road	1991	3003999000433

The magic book	1986	3003900050804
Maniac Magee : a novel	1990	3003900055836
Matilda	2007	3003900045152
Matilda	2007	3003900173557
Matilda	2007	3003900177161
May B. : a novel	2012	30039000207045
The memory coat	1999	3003900177054
The missing chums	1990	3003900179588
Misty of Chincoteague	1991	3003900134662
MOBY DICK	2001	3003900176867
Mr. Popper's penguins	2009	3003900161481
My life in pink & green	2009	3003900186614
Mystery of the glowing eye	1974	3003900102562
New Year's Day	1964	3003900007158
Noises	1988	3003900161588
Off to class : incredible and unusual schools around the world	2011	30039000204489
Our Thanksgiving book	1976	3003900061142
The outlandish adventures of Liberty Aimes	2009	3003900176876
Owly	1998	3003900037296
Phoebe the spy	1977	3003900135206
Pigs make me sneeze!	2009	30039000199721
A place for Joey	2001	3003900105550
Plain City	1993	3003900046758
Portraits of Little women, Beth's story	1997	3003900096267
The post office book : mail and how it moves	1982	3003900061035
Powerless	2011	3003999001101
The private worlds of Julia Redfern	1988	3003900043573
The purloined corn popper	1997	30039000136954
The radish day jubilee	1983	3003900043136
The rainy-day cat	1989	3003900160810
Ramona Quimby, age 8	2006	3003900164166
Ramona's world	1999	3003900095080
REGGIE THE LITTLEST REINDEER.	1989	3003900161999
The reptile room	1999	3003900179061
The reptile room	1999	3003900183573
Rhoda, straight and true	1986	3003900055300
The root cellar	1983	3003900048809
The secret garden	1987	3003900135563
The secret of Shadow Ranch	1993	3003900107861
Secret of the Andes	1952	3003900044055
The secret of the old clock	1987	3003900107870
The secret of the old mill	1990	3003900082619
The secret of the old mill	1990	3003900086786
Secret signs : along the underground railroad	1997	3003900109271
Sent	2009	3003900186758
The serial sneak thief	1997	30039000137028
Shades of people	2009	30039000199994
Shaper	2002	3003900107996
Shark in school	1994	3003900041511

Duanesburg Central School District
Reserve Fund Report and Analysis
2017-2018 Year-End Summary Report – Final
Board of Education Review/Approval 11/13/2018

Prepared By:
Jeff Rivenburg
Business Official

Overview

The New York State Comptroller's guidance on the Reserve Fund describes the importance of Reserve Funds for good financial management.

“Saving for future projects, acquisitions, and other allowable purposes is an important planning consideration for local governments and school districts. Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment, and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance capital projects and acquisitions. In uncertain economic times, reserve funds can also provide officials with a welcomed budgetary option that can help mitigate the need to cut services or to raise taxes. In good times, money not needed for current purposes can often be set aside in reserves for future use.”

The establishment and funding of reserves is an important consideration in the maintenance of a sound financial plan for any school district. Strict adherence to state laws is required to ensure reserves are both legal and appropriate. Adequately funded reserves are vital to the long-term health and stability of the school district.

The Duanesburg Central School District believes that the judicious use of reserves reduces long-term borrowing costs, smooths large fluctuations in tax rates, and minimizes the possibility of mid-year budget cuts which could have a direct impact on students. We believe it is in the best interest of students, staff, and taxpayers to prudently establish and use reserves to weather the financial storms and uncertainties that can occur throughout a school year.

Since New York State law mandates that expenditures can be no greater than the budget approved by the voters in May each year, Duanesburg Central School District budgets conservatively to ensure that unanticipated expenditures do not result in mid-year cuts that could have an immediate impact on students and/or staff. This practice has allowed the District to weather revenue reductions, state aid holdbacks, increases in expenditures such as transportation or Special Education, and other negative adjustments without impacting instructional programs. However, conservative budgeting can also result in budget surpluses at year-end. The Board of Education reviews budget surpluses via the annual Fund Balance Report and determines the best use of these surpluses including transfers to voter or Board approved reserves, or to a reduction in the ensuing year tax levy.

Legally established reserves can provide many benefits to the school district and to its taxpayers. However, these reserves can also cause confusion when not utilized and/or their purpose is not clearly understood by the community.

Reserves

As stated, the Board is responsible for appropriately managing the financial affairs of the District. Reserves may be established by the Board in accordance with applicable laws. Money set aside in reserves must be used in compliance with statutory provisions which determine how reserves are established and how they may be funded, expended, and/or discontinued. Generally, school districts are not limited as to how much money can be held in reserves. However, reserve balances must be reasonable.

Funding reserves at greater than reasonable levels contributes to real property tax levies that are higher than necessary because the excessive reserve balances are not being used to fund operations. The Board is responsible for developing a formal plan for the use of its reserves, including anticipated use and need of reserve funds and how and when disbursements should be made. By maintaining excessive and/or

unnecessary reserves, the Board and District officials may miss opportunities to lower the property tax burden and/or funds from being used to meet District needs.

Best Practices for Reserves

1. Familiarize yourself, the administrative team and the Board of Education as to the purpose and rules of Reserves Funds. Attached are Reserve Funds available to school districts and BOCES. But not all school districts or BOCES can establish each of the listed funds. For example, the big five school districts, school districts with more than 125,000 inhabitants, cannot use the Insurance Reserve Fund, Employee Benefit Accrued Liability Reserve Fund or the Retirement Contribution Reserve Fund. Only a BOCES can use the Career Education Instructional Equipment Reserve Fund.
2. Share the New York State Comptroller's guidance document with interested parties. The document can be found at the link noted below in the resource section.
3. Review your district's reserve funds annually to assure that the funding level is appropriate based on the prescribed purpose of the Reserve Fund. Share an update with the Superintendent and Board of Education.
4. When establishing a Reserve Fund, document the reasons and the dollar amount. Keep a record of discussion with the Board of Education and any Board action. Keep the documentation in the business office.
5. Share information with your external auditor during the school year as you make changes to Reserve Funds.
6. If the district changes the level of funding in a reserve fund, document the reasons, inform the Board of Education and keep a copy of the resolution in the business office.

Resources

- New York State Office of State Comptroller guidance document: This document outlines all of the Reserves available to municipalities and school districts.
 - <http://osc.state.ny.us/localgov/pubs/lgmg/reservefunds.pdf>
- New York State Office of State Comptroller Local Government and School Accountability Accounting Releases: The state may create new reserves or clarify requirements related to a reserve. This information is released in a bulletin. Bulletins can be found at this link:
 - <http://osc.state.ny.us/localgov/pubs/releases/pastreleases.htm>

The following is a report/analysis of the current status and internal controls over Reserve Funds at Duanesburg Central School District:

Reserve for Encumbrances (Also known as Fund Balance)

Funding Goal - Each year the reserve amount is equal to the outstanding purchase order obligations to be satisfied in the following school year.

Purpose – This reserve allows outstanding encumbrances remaining at the end of a school year to be carried over to the next school year.

Funding Methods – The funding is realized from revenue gleaned from the prior school year.

Use of Reserve – The reserve is used to liquidate purchase orders and requisitions from prior school years.

Monitoring of Reserve – The reserve will be monitored by the Superintendent and Business Official.

Caution – This reserve exists only for so long as there exists an encumbrance (eg. P.O.) to match the funds in the reserve.

Tax Certiorari Reserve

This fund is no longer carrying a balance as established by BOE. No judgements or claims existing at this time.

Employees Benefit Accrued Liability Reserve (EBLAR)

Funding Goal – Not to exceed actuarial projections prepared by State Aid Planning.

Funding Level – The current amount of the fund is \$61,822 (Fixed per guidance promulgated by the New York State Comptroller’s Office). If the District determines that such an account is no longer needed or is overfunded, monies may be transferred to a reserve fund established under Education Law §3651, but only to the extent that the monies in the employee benefit accrued liability reserve fund exceed a sum sufficient to pay all liabilities incurred or accrued against the employee benefit accrued liability fund, as certified to the governing board by the fiscal and legal officers of the local government prior to the discontinuance of the fund. Consequently, the Business Official and Superintendent, working in concert with the external auditor and the board of education, will transfer excess EBLAR reserve funds to the Retirement Contribution (ERS) or unemployment reserves pending BOE approval.

Purpose – The purpose of this fund is to pay accrued benefits due to employees upon termination of service for vacation, sick, leave, personal leave, etc.

Funding Methods – The source from which the funds will be obtained can include any and all of the following: unappropriated fund balance from the general fund as determined by the Board of Education, interest income related to the investment of monies in the fund, and any other additional monies thereafter authorized by the voters of the District.

Use of Reserve – This reserve is used to pay for employee compensated absences upon termination of employment from the school district. Recent amendments to General Municipal Law allows for use of the reserve as a revenue to cover the amount equivalent to a district’s

remaining gap elimination adjustment or the dollar value of excess funding remaining in the fund as determined by the Comptroller.

Monitoring of Reserve – The reserve is monitored by the Superintendent and Business Official.

Employee Retirement Contribution (ERS) Reserve Fund

Funding Goal – A minimum funding level equivalent to the value of five consecutive years as of the close of the current year.

Funding Level – The current funding level is \$1,045,483.

Purpose - This reserve is used to pay for district expenses to the NYS Employee’s Retirement System only.

Funding Methods – Funds are placed in this reserve from excess fund balance.

Use of Reserve – Funds are to be appropriated against ERS billings for the current budget year.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Unemployment Insurance Reserve

Funding Goal – Currently, reserve balance represents approximately 2.54% of the 2017-18 budget salaries.

Funding Level – This reserve is funded at \$180,232.

Purpose – This reserve is used to pay the cost of reimbursement to the New York State Unemployment Insurance Fund for unemployment benefit payments to claimants.

Funding Methods – This reserve may be established by a board resolution and funded by budgetary appropriations or other funds as may be legally appropriated.

Use of Reserve – In accordance with the law, this reserve may be used at the discretion of the Superintendent and Business Official specifically to offset expenses tied to unemployment insurance claims related to employee attrition.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Property Loss Reserve

Funding Goal – An amount that is deemed adequate to offset any minor property loss that occurs.

Funding Level – This reserve is funded at \$62,158.

Purpose – This reserve is available to cover property loss and liability claims.

Funding Methods – This may be funded by budgetary appropriations or other funds such as excess fund balance. The total amount of the appropriated reserve cannot exceed 3% of the annual budget.

Use of Reserve – In accordance with law, this reserve may be used without referendum to offset expenses related to property loss.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Workers' Compensation

Funding Goal – An amount that is deemed adequate to offset the costs of workers' compensation benefits for the District.

Funding Level – This reserve will be funded as deemed appropriate.

Purpose – This reserve is to pay compensation and benefits, medical, hospital or other expenses authorized by Article 2 of the Workers' Compensation Law and to pay the expenses of administering a self-insurance program.

Funding Methods – This reserve will be funded from excess fund balance or by budgetary appropriations.

Use of Reserve – This reserve will be used for pay for workers' compensation benefits.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official

The District has a balance of \$75,000 in this reserve as of June 30, 2018. In fiscal year 2017-18 our expenses did not exceed our budget. The reserve remained with approximately one year of expenses. As Workers' compensation expenses can rise or fall sharply from year to year we feel the budgeted level is sufficient at this time to meet current year's needs. In the instance where claims may rise/fall sharply again, an analysis will be made on the reasonableness of the balance of the reserve.

Insurance

Funding Goal – An amount that is deemed adequate to offset costs of uninsured losses, claims, actions, or judgments.

Funding Level – This reserve will be funded as deemed appropriate.

Purpose – This reserve is to fund certain uninsured losses, claims, actions, or judgments for which the local government is authorized or required to purchase or maintain insurance, with a number of exceptions. An insurance reserve fund may also be used to pay for expert or professional services in connection with the investigation, adjustment, or settlement of claims, actions, or judgments.

Funding Methods – This reserve will be funded from excess fund balance or by budgetary appropriations.

Use of Reserve – This reserve will be used to pay for uninsured losses, claims, actions or judgments.

Monitoring of Reserve – The reserve is monitored by the Superintendent and Business Official

The District has a balance of \$733,000 in this reserve as of June 30, 2018.

Capital Reserve

Funding Goal – To be used in future Capital Project work through the use of fund balance which will reduce the need for district borrowing.

Funding Level – This reserve is funded at \$1,600,000.

Purpose – This reserve is available to cover property loss and liability claims.

Funding Methods – This may be funded by budgetary appropriations or other funds such as excess fund balance. The current total amount of the appropriated reserve cannot exceed \$6,000,000 as set by voters in May 2018.

Use of Reserve – In accordance with law, this reserve may be used upon a voter approval with specified purpose.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Duanesburg Central School District: Statutory Reserve Fund Analysis Report - attached

10/16/2018



GE Solar
Erik L Schiemann
CEO, President

October 19, 2018

Attention: Frank Macri
Superintendent
133 School Drive, Delanson, NY 12053

RE: General Electric International Inc.'s Notice of Intent to Construct a Solar Energy Project at Parcel 43.00-2-13 in the Duanesburg School District

Dear Frank Macri,

We are writing to you regarding solar projects proposed to be constructed within your tax jurisdiction as part of the Schenectady County Solar Consortium. The efforts of the municipalities involved with this project, including yours, will provide great financial, as well as environmental benefits to our community. The particular solar project will be located on the property with the tax SBL # of 43.00-2-13 in Schenectady County.

General Electric International Inc. is the developer of the project and is working in partnership with the Schenectady County Solar Consortium (the "Consortium") to bring the project to fruition. The property identified above is municipally owned. Specifically, General Electric International Inc., as the developer, is providing this letter to you as our Notice of Intent to Construct this solar system (subject to our receipt of all necessary final contracts, permits and approvals), which commences the sixty-day notice period under Real Property Tax Law § 487(9)(a). We have commenced the development process at the above site and believe it is a very good location at which to build clean, distributed, renewable energy generation. Of course, pursuant to the Memorandum of Understanding creating the Schenectady County Solar Energy, each municipality retains the sole right to determine whether a project proceeds on a parcel owned by that municipality.

Thank you for your continued support of the Schenectady County Solar Consortium. Should you have any questions, please feel free to contact Amol Kapur, Senior Sales Manager, GE Solar via email amol.kapur@ge.com or telephone 203-219-3760.

Best,

A handwritten signature in black ink, appearing to read 'Erik L Schiemann'.

Erik L Schiemann
CEO, President, GE Solar



GE Solar
Erik L Schiemann
CEO, President

October 19, 2018

Attention: Frank Macri
Superintendent
133 School Drive, Delanson, NY 12053

RE: General Electric International Inc.'s Notice of Intent to Construct a Solar Energy Project at Parcel 55.00-4-9 in the Duanesburg School District

Dear Frank Macri,

We are writing to you regarding solar projects proposed to be constructed within your tax jurisdiction as part of the Schenectady County Solar Consortium. The efforts of the municipalities involved with this project, including yours, will provide great financial, as well as environmental benefits to our community. The particular solar project will be located on the property with the tax SBL # of 55.00-4-9 in Schenectady County.

General Electric International Inc. is the developer of the project and is working in partnership with the Schenectady County Solar Consortium (the "Consortium") to bring the project to fruition. The property identified above is municipally owned. Specifically, General Electric International Inc., as the developer, is providing this letter to you as our Notice of Intent to Construct this solar system (subject to our receipt of all necessary final contracts, permits and approvals), which commences the sixty-day notice period under Real Property Tax Law § 487(9)(a). We have commenced the development process at the above site and believe it is a very good location at which to build clean, distributed, renewable energy generation. Of course, pursuant to the Memorandum of Understanding creating the Schenectady County Solar Energy, each municipality retains the sole right to determine whether a project proceeds on a parcel owned by that municipality.

Thank you for your continued support of the Schenectady County Solar Consortium. Should you have any questions, please feel free to contact Amol Kapur, Senior Sales Manager, GE Solar via email amol.kapur@ge.com or telephone 203-219-3760.

Best,

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Erik L Schiemann
CEO, President, GE Solar



GE Solar
Erik L Schiemann
CEO, President

October 19, 2018

Attention: Frank Macri
Superintendent
133 School Drive, Delanson, NY 12053

RE: General Electric International Inc.'s Notice of Intent to Construct a Solar Energy Project at Parcel 66.00-2-26.2 in the Duanesburg School District

Dear Frank Macri,

We are writing to you regarding solar projects proposed to be constructed within your tax jurisdiction as part of the Schenectady County Solar Consortium. The efforts of the municipalities involved with this project, including yours, will provide great financial, as well as environmental benefits to our community. The particular solar project will be located on the property with the tax SBL # of 66.00-2-26.2 in Schenectady County.

General Electric International Inc. is the developer of the project and is working in partnership with the Schenectady County Solar Consortium (the "Consortium") to bring the project to fruition. The property identified above is municipally owned. Specifically, General Electric International Inc., as the developer, is providing this letter to you as our Notice of Intent to Construct this solar system (subject to our receipt of all necessary final contracts, permits and approvals), which commences the sixty-day notice period under Real Property Tax Law § 487(9)(a). We have commenced the development process at the above site and believe it is a very good location at which to build clean, distributed, renewable energy generation. Of course, pursuant to the Memorandum of Understanding creating the Schenectady County Solar Energy, each municipality retains the sole right to determine whether a project proceeds on a parcel owned by that municipality.

Thank you for your continued support of the Schenectady County Solar Consortium. Should you have any questions, please feel free to contact Amol Kapur, Senior Sales Manager, GE Solar via email amol.kapur@ge.com or telephone 203-219-3760.

Best,

Erik L Schiemann
CEO, President, GE Solar



GE Solar
Erik L Schiemann
CEO, President

October 19, 2018

Attention: Frank Macri
Superintendent
133 School Drive, Delanson, NY 12053

RE: General Electric International Inc.'s Notice of Intent to Construct a Solar Energy Project at Parcel 66.53-1-2 in the Duanesburg School District

Dear Frank Macri,

We are writing to you regarding solar projects proposed to be constructed within your tax jurisdiction as part of the Schenectady County Solar Consortium. The efforts of the municipalities involved with this project, including yours, will provide great financial, as well as environmental benefits to our community. The particular solar project will be located on the property with the tax SBL # of 66.53-1-2 in Schenectady County.

General Electric International Inc. is the developer of the project and is working in partnership with the Schenectady County Solar Consortium (the "Consortium") to bring the project to fruition. The property identified above is municipally owned. Specifically, General Electric International Inc., as the developer, is providing this letter to you as our Notice of Intent to Construct this solar system (subject to our receipt of all necessary final contracts, permits and approvals), which commences the sixty-day notice period under Real Property Tax Law § 487(9)(a). We have commenced the development process at the above site and believe it is a very good location at which to build clean, distributed, renewable energy generation. Of course, pursuant to the Memorandum of Understanding creating the Schenectady County Solar Energy, each municipality retains the sole right to determine whether a project proceeds on a parcel owned by that municipality.

Thank you for your continued support of the Schenectady County Solar Consortium. Should you have any questions, please feel free to contact Amol Kapur, Senior Sales Manager, GE Solar via email amol.kapur@ge.com or telephone 203-219-3760.

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Erik L Schiemann
CEO, President, GE Solar

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2018 To 9/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-50-00	BOE Contr Expense	12,000.00	0.00	12,000.00	1,055.00	0.00	10,945.00
A 1010.450-50-00	BOE Supplies	1,000.00	0.00	1,000.00	125.05	0.00	874.95
A 1010.451-50-00	BOE Postage	14,200.00	0.00	14,200.00	1,580.23	10,919.77	1,700.00
A 1010.490-50-00	BOE BOCES Services	1,200.00	0.00	1,200.00	118.18	0.00	1,081.82
1010	BOARD OF EDUCATION	28,400.00	0.00	28,400.00	2,878.46	10,919.77	14,601.77
A 1040.400-50-00	Clerk Cont Expense	500.00	0.00	500.00	32.81	250.00	217.19
A 1040.450-50-00	Clerk Supplies	250.00	0.00	250.00	0.00	0.00	250.00
1040	DISTRICT CLERK	750.00	0.00	750.00	32.81	250.00	467.19
A 1060.400-50-00	Dist Mtg Cont Expense	400.00	0.00	400.00	0.00	0.00	400.00
A 1060.450-50-00	Dist Mtg Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1060	DISTRICT MEETING	500.00	0.00	500.00	0.00	0.00	500.00
10		29,650.00	0.00	29,650.00	2,911.27	11,169.77	15,568.96
A 1240.150-20-00	CSA Instructional Salary	133,000.00	0.00	133,000.00	33,249.97	99,750.03	0.00
A 1240.160-20-00	CSA Non-Instructional Salary	40,600.00	0.00	40,600.00	10,245.47	30,354.53	0.00
A 1240.400-20-00	CSA Cont Expense	6,000.00	0.00	6,000.00	2,319.75	1,189.21	2,491.04
A 1240.450-20-00	CSA Supplies	2,000.00	0.00	2,000.00	215.00	0.00	1,785.00
1240	CHIEF SCHOOL ADMINISTRATOR	181,600.00	0.00	181,600.00	46,030.19	131,293.77	4,276.04
12		181,600.00	0.00	181,600.00	46,030.19	131,293.77	4,276.04
A 1310.150-20-00	Bus Adm Instructional Salary	92,000.00	0.00	92,000.00	19,938.66	60,061.34	12,000.00
A 1310.160-20-00	Bus Adm Non-Inst Salary	97,366.00	0.00	97,366.00	24,536.47	61,717.76	11,111.77
A 1310.400-20-00	Bus Adm Cont Expense	64,124.00	0.00	64,124.00	8,964.11	43,545.85	11,614.04
A 1310.450-20-00	Bus Adm Supplies	3,500.00	13.95	3,513.95	1,003.56	62.05	2,448.34
A 1310.490-20-00	Bus Adm BOCES Services	7,464.00	0.00	7,464.00	2,710.00	4,754.00	0.00
1310	BUSINESS ADMINISTRATION	264,454.00	13.95	264,467.95	57,152.80	170,141.00	37,174.15
A 1320.400-20-00	Audit Cont Expense	25,000.00	0.00	25,000.00	0.00	14,000.00	11,000.00
1320	AUDITING	25,000.00	0.00	25,000.00	0.00	14,000.00	11,000.00
A 1330.450-20-00	Tax Collector Supplies	200.00	0.00	200.00	0.00	0.00	200.00
1330	TAX COLLECTOR	200.00	0.00	200.00	0.00	0.00	200.00
A 1345.400-00-00	Purchasing-Contractual	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 1345.490-00-00	Purchasing BOCES	4,500.00	0.00	4,500.00	685.74	2,314.26	1,500.00
1345	PURCHASING	5,500.00	0.00	5,500.00	685.74	2,314.26	2,500.00
A 1380.400-20-00	Fiscal Agent Fees	7,400.00	0.00	7,400.00	0.00	7,000.00	400.00
1380	FISCAL AGENT FEE	7,400.00	0.00	7,400.00	0.00	7,000.00	400.00

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2018 To 9/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
13		302,554.00	13.95	302,567.95	57,838.54	193,455.26	51,274.15
A 1420,400-00-00	Legal Contractual Expense	41,200.00	0.00	41,200.00	3,769.00	31,731.00	5,700.00
1420	LEGAL	41,200.00	0.00	41,200.00	3,769.00	31,731.00	5,700.00
A 1430,400-00-00	Personnel Cont Expense	750.00	0.00	750.00	246.00	4.00	500.00
A 1430,490-00-00	Personnel BOCES	25,500.00	0.00	25,500.00	4,139.01	12,860.99	8,500.00
1430	PERSONNEL	26,250.00	0.00	26,250.00	4,385.01	12,864.99	9,000.00
A 1460,400-00-00	Records Management - Contractual	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
A 1460,450-00-00	Records Management - Materials & Suppl	100.00	0.00	100.00	0.00	0.00	100.00
1460	RECORDS MANAGEMENT OFFICER	5,600.00	0.00	5,600.00	0.00	0.00	5,600.00
A 1480,400-00-00	Public Info Cont Expense	1,500.00	0.00	1,500.00	560.06	649.94	300.00
A 1480,450-00-00	Public Info Supplies	100.00	0.00	100.00	0.00	0.00	100.00
A 1480,490-00-00	Public Info BOCES	85,170.00	0.00	85,170.00	24,566.92	50,433.08	10,170.00
1480	PUBLIC INFORMATION & SERVICES	86,770.00	0.00	86,770.00	25,116.98	51,083.02	10,570.00
14		159,820.00	0.00	159,820.00	33,270.99	95,679.01	30,870.00
A 1620,160-00-00	Operations Non-Instr Salary	161,586.00	0.00	161,586.00	36,231.55	109,544.65	15,809.80
A 1620,161-00-00	Operations Overtime	2,500.00	0.00	2,500.00	109.65	0.00	2,390.35
A 1620,200-10-00	Operations Equipment	30,000.00	739.99	30,739.99	7,134.99	0.00	23,605.00
A 1620,400-10-00	Operations Cont Expense	80,000.00	11,845.70	91,845.70	16,238.06	55,231.32	20,376.32
A 1620,420-10-00	Phone District	17,378.00	0.00	17,378.00	3,672.23	13,327.77	378.00
A 1620,421-10-00	Water Rent	8,256.00	0.00	8,256.00	1,969.00	5,631.00	656.00
A 1620,422-00-00	Sewer	70,658.00	0.00	70,658.00	0.00	60,000.00	10,658.00
A 1620,430-10-00	Fuel Oil	115,000.00	0.00	115,000.00	0.00	0.00	115,000.00
A 1620,431-10-00	Electric	120,000.00	0.00	120,000.00	15,260.09	76,314.91	28,425.00
A 1620,432-10-00	Propane	500.00	0.00	500.00	0.00	0.00	500.00
A 1620,450-10-00	Operations Supplies	100,000.00	9,706.06	109,706.06	23,175.39	53,009.41	33,521.26
A 1620,490-00-00	BOCES Services	20,400.00	0.00	20,400.00	7,625.46	0.00	12,774.54
1620	OPERATION OF PLANT	726,278.00	22,291.75	748,569.75	111,416.42	373,059.06	264,094.27
A 1621,160-00-00	Maint Non-Instr Salaries	285,001.00	0.00	285,001.00	93,327.43	170,273.60	21,399.97
A 1621,161-00-00	Maint Overtime	12,000.00	0.00	12,000.00	642.26	0.00	11,357.74
A 1621,200-00-00	Maint Equipment	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 1621,400-00-00	Maint Cont Expense	34,500.00	2,618.00	37,118.00	4,331.50	4,319.94	28,466.56
A 1621,450-10-00	Maint Supplies	20,600.00	4,603.79	25,203.79	6,575.80	13,627.92	5,000.07
1621	MAINTENANCE OF PLANT	354,601.00	7,221.79	361,822.79	104,876.99	188,221.46	68,724.34

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2018 To 9/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A.1880.490-00-00	Data Processing BOCES	35,700.00	0.00	35,700.00	9,281.90	16,718.10	9,700.00
1680	CENTRAL DATA PROCESSING	* 35,700.00	0.00	35,700.00	9,281.90	16,718.10	9,700.00
16	Unallocated Insurance	** 1,116,579.00	29,513.54	1,146,092.54	225,575.31	577,998.62	342,518.61
A.1910.400-00-00	Unallocated Insurance Deductible	55,555.00	0.00	55,555.00	52,477.00	3,078.00	0.00
A.1910.401-00-00		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1910	UNALLOCATED INSURANCE	* 56,555.00	0.00	56,555.00	52,477.00	3,078.00	1,000.00
A.1930.400-00-00	Judgements And Claims	250.00	0.00	250.00	0.00	0.00	250.00
1930	JUDGMENTS & CLAIMS	* 250.00	0.00	250.00	0.00	0.00	250.00
A.1964.400-00-00	Refund On Real Property Taxes	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1964	REFUND ON REAL PROPERTY TAXES	* 1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A.1981.490-00-00	Administrative Charge BOCES	93,177.00	0.00	93,177.00	81,930.00	0.00	11,247.00
1981	BOCES ADMINISTRATIVE COSTS	* 93,177.00	0.00	93,177.00	81,930.00	0.00	11,247.00
19		** 150,982.00	0.00	150,982.00	134,407.00	3,078.00	13,497.00
1		*** 1,941,185.00	29,527.49	1,970,712.49	500,033.30	1,012,674.43	458,004.76
A.2010.150-10-00	Curr Devel Instr Salaries	9,000.00	0.00	9,000.00	3,750.00	0.00	5,250.00
2010	CURRICULUM DEVEL & SUPERVISION	* 9,000.00	0.00	9,000.00	3,750.00	0.00	5,250.00
A.2020.150-10-00	Admin Instr Salaries	266,770.00	0.00	266,770.00	63,584.31	192,752.84	10,432.85
A.2020.160-10-00	Admin Non-Instr Salaries	122,505.00	0.00	122,505.00	23,604.48	94,699.89	4,200.63
A.2020.161-10-00	Admin Non-Instr Salaries Subs	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A.2020.400-10-00	Admin Contr Expense	5,000.00	0.00	5,000.00	0.00	1,781.44	3,218.56
A.2020.450-10-00	Admin Supplies	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
2020	SUPERVISION-REGULAR SCHOOL	* 398,575.00	0.00	398,575.00	87,188.79	289,234.17	22,152.04
A.2060.490-00-00	Reg Plan BOCES	13,180.00	0.00	13,180.00	2,180.76	7,819.24	3,180.00
2060	RESEARCH, PLANNING & EVALUAT	* 13,180.00	0.00	13,180.00	2,180.76	7,819.24	3,180.00
A.2070.400-00-00	Inserv Training Contr Expense	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A.2070.490-00-00	Inserv Training BOCES	70,000.00	0.00	70,000.00	8,793.26	61,206.74	0.00
2070	INSERVICE TRAINING-INSTRUCTION	* 72,000.00	0.00	72,000.00	8,793.26	61,206.74	2,000.00
20		** 492,755.00	0.00	492,755.00	101,912.81	358,260.15	32,582.04
A.2110.110-30-00	Teacher Salaries Kindergarten	162,818.00	0.00	162,818.00	12,761.64	145,717.30	4,339.06
A.2110.120-30-00	Teacher Salaries 1-6	1,354,061.00	0.00	1,354,061.00	114,778.94	1,209,824.56	29,457.50
A.2110.130-10-00	Teacher Salaries 7-12	1,862,971.00	0.00	1,862,971.00	139,616.01	1,591,164.49	132,190.50
A.2110.132-10-00	Teacher Assistant Salaries	24,300.00	0.00	24,300.00	1,928.84	19,549.56	2,821.60
A.2110.140-10-00	Teacher Salaries Subs	175,000.00	0.00	175,000.00	4,888.72	0.00	170,111.28

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2018 To 9/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.151-00-00	Teacher Salaries Tutoring	8,500.00	0.00	8,500.00	532.00	0.00	7,968.00
A 2110.160-10-00	Non-Instnr Salaries	44,880.00	0.00	44,880.00	3,598.24	36,454.81	4,826.95
A 2110.161-10-00	Sub Aide Non-Instnr Sal	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
A 2110.200-10-00	Equipment HS	10,000.00	1,823.00	11,823.00	1,823.00	3,499.00	6,501.00
A 2110.400-10-00	Contractual Expense	65,000.00	1,519.00	66,519.00	12,951.23	2,191.77	51,376.00
A 2110.401-10-00	Teacher Conferences	9,000.00	0.00	9,000.00	0.00	325.00	8,675.00
A 2110.450-10-00	General Supplies	110,000.00	3,600.35	113,600.35	27,336.64	41,018.46	45,245.25
A 2110.470-00-00	Tuition - Regular Education	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
A 2110.480-10-00	Textbooks	79,510.00	0.00	79,510.00	27,855.39	2,385.02	49,269.59
A 2110.490-00-00	Regular Education BOCES	241,280.00	0.00	241,280.00	23,123.73	91,876.27	126,280.00
2110	TEACHING-REGULAR SCHOOL	4,178,820.00	6,942.35	4,185,762.35	371,194.38	3,144,006.24	670,561.73
21		4,178,820.00	6,942.35	4,185,762.35	371,194.38	3,144,006.24	670,561.73
A 2250.150-10-00	Special Education Instr Salary	590,970.00	0.00	590,970.00	49,448.35	470,509.25	71,012.40
A 2250.160-10-00	Special Education Non-Instnr Salary	293,849.00	0.00	293,849.00	20,007.06	178,149.12	95,692.82
A 2250.400-00-00	Special Education Cont Expense	139,942.00	36,570.00	176,512.00	20,398.28	147,093.72	9,020.00
A 2250.450-30-00	Special Education Supplies	3,000.00	0.00	3,000.00	438.00	0.00	2,562.00
A 2250.470-00-00	Special Education Tuition	683,080.00	0.00	683,080.00	23,409.96	338,439.49	321,230.55
A 2250.490-00-00	PHC BOCES	602,284.00	0.00	602,284.00	73,040.94	528,959.06	284.00
2250	PROGRAMS-STUDENTS W/ DISABIL	2,313,125.00	36,570.00	2,349,695.00	186,742.59	1,663,150.64	499,801.77
A 2280.490-00-00	Occ Ed BOCES	307,538.00	0.00	307,538.00	26,528.30	238,971.70	42,038.00
2280	OCCUPATIONAL EDUCATION	307,538.00	0.00	307,538.00	26,528.30	238,971.70	42,038.00
22		2,620,663.00	36,570.00	2,657,233.00	213,270.89	1,902,122.34	541,839.77
A 2610.150-10-00	Library Instr Salaries	116,875.00	0.00	116,875.00	9,793.76	106,368.24	713.00
A 2610.450-10-00	Library Supplies	2,500.00	8,337.82	10,837.82	0.00	9,587.82	1,250.00
A 2610.460-10-00	Library/Loan Program	15,000.00	5,000.00	20,000.00	3,222.38	10,277.62	6,500.00
A 2610.490-00-00	Library Services BOCES	27,564.00	0.00	27,564.00	6,310.26	18,889.74	2,364.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	161,939.00	13,337.82	175,276.82	19,326.40	145,123.42	10,827.00
A 2630.150-00-00	Tech Support Instructional salary	0.00	0.00	0.00	0.00	0.00	0.00
A 2630.160-00-00	Tech Support Non Instr Sal	58,548.00	0.00	58,548.00	14,104.48	42,863.52	1,580.00
A 2630.220-00-00	Computer Hardware	46,000.00	0.00	46,000.00	2,844.85	10,443.89	32,711.26
A 2630.400-00-00	Computer Cont Expense	5,000.00	12,088.55	17,088.55	874.25	12,088.55	4,125.75
A 2630.450-00-00	Computer Supplies	14,000.00	0.00	14,000.00	4,244.93	49.77	9,705.30
A 2630.460-00-00	Computer Software	25,000.00	0.00	25,000.00	11,714.91	675.00	12,610.09

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2018 To 9/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2630.490-00-00	Computer Aided Instr BOCES	184,500.00	0.00	184,500.00	63,345.15	94,654.85	26,500.00
2630	COMPUTER ASSISTED INSTRUCTION	333,048.00	12,088.55	345,136.55	97,128.57	160,775.58	87,232.40
26		494,987.00	25,426.37	520,413.37	116,454.97	305,899.00	98,059.40
A 2810.150-10-00	Guidance Instr Salaries	115,382.00	0.00	115,382.00	20,044.06	87,918.36	7,419.58
A 2810.160-10-00	Guidance Non-Instr Salaries	26,061.00	0.00	26,061.00	6,040.97	18,122.83	1,897.20
A 2810.450-00-00	Guidance Supplies	2,500.00	0.00	2,500.00	151.35	0.00	2,348.65
A 2810.490-00-00	Guidance BOCES	3,257.00	0.00	3,257.00	2,247.00	1,010.00	0.00
2810	GUIDANCE-REGULAR SCHOOL	147,200.00	0.00	147,200.00	28,483.38	107,051.19	11,665.43
A 2815.160-10-00	Health Non-Instr Salaries	115,000.00	0.00	115,000.00	10,253.97	104,551.47	94.56
A 2815.400-10-00	Health Cont Expense	19,215.00	490.00	19,705.00	0.00	19,490.00	215.00
A 2815.450-10-00	Health Supplies	3,500.00	113.75	3,613.75	1,093.01	369.77	2,150.97
2815	HEALTH SERVICES-REGULAR SCHOOL	137,715.00	603.75	138,318.75	11,346.98	124,511.24	2,460.53
A 2820.150-00-00	Psych Instr Salaries	56,958.00	0.00	56,958.00	4,936.42	50,462.28	1,559.30
A 2820.400-00-00	Psych Cont Expense	720.00	0.00	720.00	0.00	0.00	720.00
A 2820.450-00-00	Psych Supplies/Testing Materials	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
A 2820.490-00-00	Psych. BOCES	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	93,978.00	0.00	93,978.00	4,936.42	50,462.28	38,579.30
A 2825.150-00-00	Social Work Instr Salaries	132,992.00	0.00	132,992.00	10,821.21	121,420.79	750.00
A 2825.450-00-00	Social Work Materials & Supplies	625.00	0.00	625.00	0.00	0.00	625.00
2825	SOCIAL WORK SRVC-REG SCHOOL	133,617.00	0.00	133,617.00	10,821.21	121,420.79	1,375.00
A 2850.150-00-00	Co-Curr Instr Salaries	68,168.00	0.00	68,168.00	100.00	45,836.83	22,231.17
A 2850.160-00-00	Co-Curr Non-Instr Salaries	500.00	0.00	500.00	0.00	0.00	500.00
A 2850.450-00-00	Co-Curr Supplies	500.00	0.00	500.00	0.00	0.00	500.00
2850	CO-CURRICULAR ACTIV-REG SCHL	69,168.00	0.00	69,168.00	100.00	45,836.83	23,231.17
A 2855.150-10-00	Athletics Instr Salaries	77,160.00	0.00	77,160.00	6,628.00	44,082.54	26,449.46
A 2855.160-10-00	Athletics Non-Instr Salaries	30,234.00	0.00	30,234.00	10,264.00	16,934.00	3,036.00
A 2855.200-10-00	Athletics Equipment	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
A 2855.400-10-00	Athletics Cont Expense	29,000.00	0.00	29,000.00	5,400.68	23,000.00	599.32
A 2855.401-10-00	Athletics Officials - Football	3,000.00	0.00	3,000.00	1,350.60	0.00	1,649.40
A 2855.402-10-00	Athletics Officials	32,927.00	0.00	32,927.00	1,911.75	0.00	31,015.25
A 2855.450-10-00	Athletics Supplies	25,000.00	400.27	25,400.27	7,641.59	3,540.24	14,218.44
A 2855.451-00-00	Athletics Uniforms	14,000.00	0.00	14,000.00	3,455.45	0.00	10,544.55
A 2855.451-10-00	Athletics Supplies - Football	12,000.00	0.00	12,000.00	1,567.94	21.24	10,410.82

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2018 To 9/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2855	INTERSCHOL ATHLETICS-REG SCHL	258,321.00	400.27	258,721.27	38,220.01	87,578.02	132,923.24
28		839,999.00	1,004.02	841,003.02	93,908.00	536,860.35	210,234.67
2		8,627,224.00	69,942.74	8,697,166.74	896,741.05	6,247,148.08	1,553,277.61
A 5510.150-40-00	Trans. Director Salaries	12,000.00	0.00	12,000.00	3,061.33	8,938.67	0.00
A 5510.160-40-00	Trans Non-Instr Salaries	537,895.00	0.00	537,895.00	69,037.78	397,839.89	71,017.33
A 5510.161-40-00	Trans Non-Instr Salaries - Subs	36,382.00	0.00	36,382.00	0.00	0.00	36,382.00
A 5510.162-40-00	Trans Field/Sports Trips	47,500.00	0.00	47,500.00	2,628.41	0.00	44,871.59
A 5510.163-40-00	Trans Supervisor Salaries	113,710.00	0.00	113,710.00	14,777.52	44,032.48	54,900.00
A 5510.200-40-00	Trans Equipment	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 5510.400-40-00	Trans Cont Expense	75,000.00	0.00	75,000.00	24,047.11	18,360.39	32,572.50
A 5510.450-40-00	Trans Supplies	78,000.00	0.00	78,000.00	18,569.85	43,425.16	16,004.99
A 5510.451-40-00	Trans Gasoline	43,050.00	0.00	43,050.00	5,879.25	37,170.75	0.00
A 5510.452-40-00	Trans Tires	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
A 5510.453-40-00	Trans Oil & Antifreeze	5,000.00	0.00	5,000.00	0.00	1,500.00	3,500.00
A 5510.454-40-00	Trans Diesel Fuel	40,000.00	0.00	40,000.00	0.00	25,000.00	15,000.00
A 5510.455-40-00	Trans Propane	37,000.00	0.00	37,000.00	2,484.71	34,515.29	0.00
5510	DISTRICT TRANSPORTATION	1,039,537.00	0.00	1,039,537.00	140,485.96	610,802.63	288,248.41
A 5530.400-40-00	Bus Garage Cont Expense	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
A 5530.420-40-00	Bus Garage Phone	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5530.422-40-00	Bus Garage Sewer	8,600.00	0.00	8,600.00	0.00	7,500.00	1,100.00
A 5530.430-40-00	Bus Garage Fuel Oil	11,000.00	0.00	11,000.00	0.00	11,000.00	0.00
A 5530.431-40-00	Bus Garage Electric	7,500.00	0.00	7,500.00	1,006.16	5,043.84	1,450.00
A 5530.450-40-00	Bus Garage Supplies	3,500.00	0.00	3,500.00	407.55	42.45	3,050.00
5530	GARAGE BUILDING	73,100.00	0.00	73,100.00	1,413.71	23,586.29	48,100.00
55		1,112,637.00	0.00	1,112,637.00	141,899.67	634,388.92	336,348.41
5		1,112,637.00	0.00	1,112,637.00	141,899.67	634,388.92	336,348.41
A 9010.800-00-00	Employees Retirement System	275,000.00	0.00	275,000.00	0.00	241,725.00	33,275.00
9010		275,000.00	0.00	275,000.00	0.00	241,725.00	33,275.00
A 9020.800-00-00	NYS Teacher Retirement System	590,000.00	0.00	590,000.00	0.00	500,000.00	90,000.00
9020		590,000.00	0.00	590,000.00	0.00	500,000.00	90,000.00
A 9030.800-00-00	Social Security	525,000.00	0.00	525,000.00	65,161.35	459,800.00	38.65
9030		525,000.00	0.00	525,000.00	65,161.35	459,800.00	38.65
A 9040.800-00-00	Workers Compensation	80,000.00	0.00	80,000.00	42,144.00	0.00	37,856.00

Duanesburg Central School District

Appropriation Status Detail Report By Function From 7/1/2018 To 9/30/2018



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9040		80,000.00	0.00	80,000.00	42,144.00	0.00	37,856.00
A.9050.800-00-00	Unemployment Insurance	22,000.00	0.00	22,000.00	411.25	0.00	21,588.75
9050		22,000.00	0.00	22,000.00	411.25	0.00	21,588.75
A.9060.150-00-00	Health Insurance Buy Back	42,000.00	0.00	42,000.00	0.00	32,333.40	9,666.60
A.9060.800-00-00	Health Insurance	1,935,209.00	0.00	1,935,209.00	680,117.94	1,255,091.06	0.00
A.9060.801-00-00	Dental Insurance	42,000.00	0.00	42,000.00	0.00	0.00	42,000.00
A.9060.803-00-00	Health Insurance Buy Out	0.00	0.00	0.00	0.00	0.00	0.00
A.9060.804-00-00	Flexible Benefits Plan	1,250.00	0.00	1,250.00	144.00	456.00	650.00
9060		2,020,459.00	0.00	2,020,459.00	680,261.94	1,287,880.46	52,316.60
A.9070.800-00-00	Disability Insurance-Administration	7,000.00	0.00	7,000.00	931.84	1,864.16	4,204.00
9070	UNION WELFARE BENEFITS	7,000.00	0.00	7,000.00	931.84	1,864.16	4,204.00
90	EMPLOYEE BENEFITS	3,519,459.00	0.00	3,519,459.00	788,910.38	2,491,269.62	239,279.00
A.9711.600-00-00	Bond Principal - Construction	370,000.00	5,000.00	375,000.00	370,000.00	5,000.00	0.00
A.9711.700-00-00	Bond Interest - Construction	77,338.00	808,537.01	885,875.01	40,668.75	820,086.42	25,120.84
9711		447,338.00	813,537.01	1,260,875.01	410,668.75	825,085.42	25,120.84
A.9722.600-00-00	Bond Principal - Bus Purchase	160,000.00	44,900.00	204,900.00	40,000.00	164,900.00	0.00
A.9722.700-00-00	Bond Interest - Bus Purchase	7,188.00	5,554.00	12,742.00	700.00	12,042.00	0.00
9722		167,188.00	50,454.00	217,642.00	40,700.00	176,942.00	0.00
A.9731.600-00-00	BAN Principal - Construction	686,244.00	-576,744.00	109,500.00	109,500.00	0.00	0.00
A.9731.700-00-00	BAN Interest - Construction	593,725.00	-287,247.01	306,477.99	306,477.99	0.00	0.00
9731		1,279,969.00	-863,991.01	415,977.99	415,977.99	0.00	0.00
97		1,894,495.00	0.00	1,894,495.00	867,346.74	1,002,027.42	25,120.84
A.9901.930-00-00	Transfer To Lunch Fund	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00
A.9901.950-00-00	Transfer To Special Aid Fund	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00
9901	INTERFUND TRANSFERS	55,000.00	0.00	55,000.00	0.00	55,000.00	0.00
99		55,000.00	0.00	55,000.00	0.00	55,000.00	0.00
9		5,468,954.00	0.00	5,468,954.00	1,656,257.12	3,548,297.04	264,399.84
	Fund A Totals:	17,150,000.00	99,470.23	17,249,470.23	3,194,931.14	11,442,508.47	2,612,030.62
	Grand Totals:	17,150,000.00	99,470.23	17,249,470.23	3,194,931.14	11,442,508.47	2,612,030.62

Duanesburg Central School District
 Extra Curricular Account Activity for the Month ended 09/30/18

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
EC3002.2018	Yearbook 2018	\$ 8,818.04	\$ -	\$ 8,818.04	\$ -
EC3002	Yearbook		\$ 7,152.20		\$ 7,152.20
EC3015	HS School Store	\$ 988.68			\$ 988.68
EC3014	FBLA	\$ 356.64			\$ 356.64
EC3016	Drama Club	\$ 1,877.06	\$ 60.00	\$ -	\$ 1,937.06
EC3024	HS Student Council	\$ 10,742.51			\$ 10,742.51
EC3115	Class of 2018	\$ 140.74			\$ 140.74
EC3116	Class of 2019	\$ 6,003.59	\$ 577.00	\$ 744.51	\$ 5,836.08
EC3117	Class of 2020	\$ 6,942.51			\$ 6,942.51
EC3118	Class of 2021	\$ 3,969.34	\$ 501.60		\$ 4,470.94
EC2022	Class of 2022	\$ 1,431.36			\$ 1,431.36
EC2023	Class of 2023	\$ 85.29	\$ 8.00		\$ 93.29
		<u>\$ 41,355.76</u>	<u>\$ 8,298.80</u>	<u>\$ 9,562.55</u>	<u>\$ 40,092.01</u>

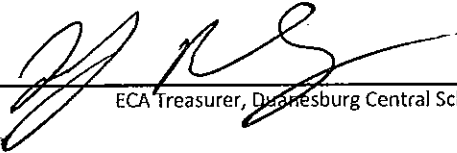
Grand Total \$ 40,092.01

Reconciliation with Bank Statements:

ECA Checking	\$ 40,573.21
Less: Other Debits	\$ -
Add: Deposits in transit	\$ -
Add: other Credits	\$ -
Less: Outstanding Checks	\$ (481.20)
	<u>\$ 40,092.01</u>

Unreconciled Difference \$ (0.00)

I certify that the above balances are in agreement with the bank statements, as reconciled:



 ECA Treasurer, Duanesburg Central School District

Duanesburg Central School District
 Revenue Status Report From 7/1/2018 To 9/30/2018



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	7,142,253.47	0.00	7,142,253.47	7,142,253.47	0.00
A 1085	Star Reimbursement	929,847.53	0.00	929,847.53	929,847.53	0.00
A 1090	Interest & Penalties On Taxes	6,000.00	0.00	6,000.00	0.00	6,000.00
A 1410	Admissions	2,500.00	0.00	2,500.00	0.00	2,500.00
A 2401	Interest And Earnings	10,000.00	0.00	10,000.00	819.01	9,180.99
A 2413	Rental Of Real Property - Boces	1,000.00	0.00	1,000.00	0.00	1,000.00
A 2701	Boces-Refund Prior Years Expense	15,000.00	0.00	15,000.00	0.00	15,000.00
A 2703	Other-Refund Prior Years Expense	35,000.00	0.00	35,000.00	38,570.51	-3,570.51
A 2770	Other Unclassified Revenues	145,500.00	0.00	145,500.00	0.69	145,499.31
A 3101	Basic Formula Aid	5,135,224.00	0.00	5,135,224.00	174,590.99	4,960,633.01
A 3101..1	Excess Cost Aid	1,400,000.00	0.00	1,400,000.00	33,442.07	1,366,557.93
A 3102	Lottery Aid	730,000.00	0.00	730,000.00	0.00	730,000.00
A 3102..1	Lottery Grant	270,732.00	0.00	270,732.00	0.00	270,732.00
A 3102..2	Commercial Gaming Grant	21,000.00	0.00	21,000.00	0.00	21,000.00
A 3103	Boces Aid	485,166.00	0.00	485,166.00	0.00	485,166.00
A 3260	Textbook Aid	45,000.00	0.00	45,000.00	0.00	45,000.00
A 3262	Computer Software Aid	11,000.00	0.00	11,000.00	0.00	11,000.00
A 3262..1	Computer Hardware Aid	11,380.00	0.00	11,380.00	0.00	11,380.00
A 3263	Library Loan Program	2,363.00	0.00	2,363.00	0.00	2,363.00
A 4601	Medicaid	20,000.00	0.00	20,000.00	33,442.08	-13,442.08
A Totals:		16,418,966.00	0.00	16,418,966.00	8,352,966.35	8,065,999.65

Grand Totals:		16,418,966.00	0.00	16,418,966.00	8,352,966.35	8,065,999.65
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DUANESBURG CENTRAL SCHOOL DISTRICT

TREASURER'S MONTHLY REPORT
For The Month Ended September 30th, 2018

	Multi Fund Account				Total	Capital Fund Checking	Dental Reserve Checking
	General	School Lunch	Federal	Scholarships			

Available Cash Balance as Reported at the End of Preceding Month	\$3,239,818.40	\$22,430.19	\$142,238.44	\$53,291.19	\$62,282.47	\$3,520,060.69	\$1,182,327.93	\$309,172.32
Add:								
Receipts: Collected During the Month:								
Real Property Taxes	3,933,118.05	0.00	0.00	0.00	0.00	<u>\$3,933,118.05</u>	0.00	0.00
Penalties on Taxes	0.00	0.00	0.00	0.00	0.00	<u>\$0.00</u>	0.00	0.00
Star Reimbursement	0.00	0.00	0.00	0.00	0.00	<u>\$0.00</u>	0.00	0.00
State & Federal Aid	285,670.40	0.00	38,193.00	0.00	0.00	<u>\$323,863.40</u>	0.00	0.00
Interest & Earnings on Investments	206.93	0.00	0.00	0.00	0.00	<u>\$206.93</u>	48.58	12.79
Tuition & Charges for Services	0.00	0.00	0.00	0.00	0.00	<u>\$0.00</u>	0.00	0.00
Sales	0.00	11,035.36	0.00	0.00	0.00	<u>\$11,035.36</u>	0.00	0.00
Payroll & Interfund Transfers	0.00	0.00	0.00	0.00	567,160.65	<u>\$567,160.65</u>	0.00	0.00
Miscellaneous Receipts	880.51	0.00	0.00	0.00	4,150.50	<u>\$5,031.01</u>	0.00	4,843.02
Redeem/Decrease Investments	0.00	0.00	0.00	0.00	0.00	<u>\$0.00</u>	0.00	0.00
Total Receipts	4,219,875.89	11,035.36	38,193.00	0.00	571,311.15	\$4,840,415.40	48.58	4,855.81
Less:								
Disbursements: Used During the Month:								
By Check	510,985.45	7,958.51	14,748.00	30.00	7,383.17	<u>\$541,105.13</u>	14,632.50	0.00
By Phone, Wire, Payroll Transfer	577,194.46	8,516.34	22,448.71	0.00	537,514.80	<u>\$1,145,676.31</u>	0.00	0.00
Available Cash Balance At End of Month	\$6,371,514.38	\$16,988.70	\$143,234.73	\$53,261.19	\$88,695.65	\$6,673,694.65	\$1,167,744.01	\$314,028.13

Account Codes: A200/A203/A300.1 C200/C200.1/C200.2 F200/F200.1 TE & TN200 TA200/202/200.2 H200/V200 TA200.3

Reconciliation with Bank Statement:

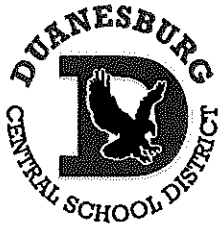
Balance per bank statements:	Checking	\$ 2,114,449.24	\$ 1,180,101.01	\$ 314,028.13
	NBT Lunch Cking	\$ 17,262.34		
	Deposit Acct	\$ 4,934,719.61		
	Transfer Account	\$ 25,930.43		
Total	Total	\$ 7,092,361.62		
Less: Outstanding Checks		(\$419,227.22)	\$ (12,357.00)	\$ -
Add: Deposits in Transit		\$2,604.04	\$ -	\$ -
Other: Credits		\$0.00		\$ -
Other: Debits		\$0.00		\$ -
Less: ERS outstanding		(\$2,043.79)	\$ -	\$ -
Adjusted Bank Balance	Adjusted Bank Balance	\$ 6,673,694.65	\$ 1,167,744.01	\$ 314,028.13

Unreconciled Difference \$0.00 (\$0.00)

[Signature]

I certify that the above balances are in agreement with the bank statements, as reconciled.

Treasurer, Duaneburg Central School District



Central Office
133 School Drive
Delanson, NY 12053
(518) 895-2279

Elementary School
165 Chadwick Road
Delanson, NY 12053
(518) 895-2310

Jr./Sr. High School
163 School Drive
Delanson, NY 12053
(518) 895-3000

"To be a socially responsible school community where learning and the pursuit of excellence are valued."

November 13, 2018

Mr. Scott R. Preusser
Raymond G. Preusser, CPA, P.C.
PO Box 538
Claverack, NY 12513

RE: Management Letter Response Corrective Action Plan

Dear Mr. Preusser,

Thank you for your comments in your 2017-18 management letter. The District has reviewed your recommendations and responds as follows:

Budgeting:

Duanesburg Central Schools will continue to pay close attention to our budget development for next year to balance our projected budget with estimated spending. The District will consider historical budgets and future impacts when developing the 2019-2020 budget during work sessions.

Cash Receipts (ECA):

We will continue our efforts to make deposits as soon as possible within the designated timeframe.

Class of 2018 (ECA):

The remaining balance in the Class of 2018 account represents sales tax due from a taxable event held in May. The amount was calculated by the District Treasurer. Class sales tax is paid annually and will be due in March 2019.

Thank you once again for your kind assistance with the audit. We look forward to working with you in 2018 - 2019.

Sincerely,

Jeffrey Rivenburg

Business Official
PC: Board of Education

**** 5:30 pm – Audit Committee meets with Internal Auditor in the Central Office Conference Room.**

***Videoconferencing will be used at Spring Hill Suites, 500 High Point Dr., Irving, TX 75038 – lobby, for the board meeting. The public may attend at either location.**

**** Anticipated Executive Session in Library Conference Room following Regular Board meeting with no action anticipated being taken after. ****

DUANESBURG CENTRAL SCHOOL DISTRICT

TOWN OF DUANESBURG

REGULAR MEETING OF THE BOARD OF EDUCATION

October 22, 2018

6:30 P.M. in HS Learning Commons/Library

Mission

We endeavor to provide students of every ability with the support, dedication and quality instruction they need as they strive for personal excellence and work to fulfill the dreams and aspirations they have for their future.

Board Goals

1. To provide opportunities to improve overall student success by both recognizing and developing student achievement in all areas.
2. Maintain and improve the district’s fiscal stability, delivering excellent educational results at a cost commensurate with the community's economic condition.
3. Continually evaluate, maintain and improve facilities that address the current and future needs of our district and provide students, employees and community members with an inviting, safe, efficient and modern infrastructure.
4. Expand methods to improve communication with parents and community members using multiple methods to promote proactive, interactive and meaningful two-way communication, including the use of the 21st century technologies.
5. Foster meaningful relationships with all stakeholders.
6. Continue to support the school district culture of a safe, welcoming and inclusive climate with a strong emphasis on effective strategies that support all students.

ROLL CALL:	Pres. Camille Siano Enders	VP Deb Grier-video conferencing	Kent Sanders
	Jennifer Sexton	Shayne Mitchell	Joshua Menzies
			Teresa Wood-Irvin

MEETING CALLED TO ORDER at 6:30 p.m. by President Siano Enders.

Also Present: Superintendent Macri, Business Official Rivenburg, Principal Conover, Principal Marvin, Athletic Director Hardenstine

SALUTE TO THE FLAG

AGENDA CHANGES – additions and/or deletions - None

SUPERINTENDENT’S STATUS REPORT/UPDATE

PRINCIPALS’ REPORTS/UPDATES

STUDENT LIAISON REPORT

PRIVILEGE OF THE FLOOR

PRESENTATION/APPROVAL OF BOE MINUTES FOR ACTION:

Recommendation that the Board of Education approve the minutes of the October 9, 2018 meeting as submitted.

Motion by Board Member Menzies, seconded by VP Grier.

In favor: 7

Opposed: 0

Motion Carried

NEW BUSINESS: BOE STANDING COMMITTEE REPORT – (2018-19 MEMBERS)

- Audit Committee – Deb Grier (chair), Shayne Mitchell, Teresa Wood-Irvin – Met 10/22/18
- Buildings & Grounds Committee – Kent Sanders (chair), Shayne Mitchell, Jennifer Sexton-Meeting 10/25
- Education Committee – Jennifer Sexton (chair), Teresa Wood-Irvin, Deb Grier
- Employee Relations Committee – Camille Siano Enders (chair), Kent Sanders, Deb Grier
- Policy Committee – Joshua Menzies (chair), Teresa Wood-Irvin, Shayne Mitchell
- Public Relations Committee – Deb Grier (chair), Jennifer Sexton

PERSONNEL ITEMS:

1. Accept Resignation.

Recommendation that the Board of Education approve the resignation of James Shannon, bus driver, effective October 12, 2018.

Motion by Board Member Sanders, seconded by Board Member Wood-Irvin.

In favor: 7

Opposed: 0

Motion Carried

2. Approve Appointments.

Recommendation that the Duanesburg Board of Education approve the following substitute and ECA appointments as recommended by the superintendent and athletic director. All Appointments are pending fingerprint clearance. ECA appointments are for the applicable 2018-19 school year. All appointments are “employees at will” and the appointment at this time does not guarantee employment for the entire school season/term/year.

- | | |
|--------------------|-----------------------------------|
| Catherine Wilson | Modified Softball Coach |
| Pat O’Hanlon | Volunteer Girls’ Basketball Coach |
| Danielle Pantuosco | Volunteer Girls’ Basketball Coach |

BOCES Substitute list

Motion by Board Member Menzies, seconded by Board Member Sexton.

In favor: 7
Opposed: 0

Motion Carried

OTHER ITEMS:

1. Approve CSE & CPSE minutes.

Recommendation that the Duanesburg Board of Education approve the CSE and CPSE minutes of April 16, June 18, October 2 and 15, 2018 meetings as submitted.

Motion by Board Member Mitchell, seconded by Board Member Wood-Irvin

In favor: 7
Opposed: 0

Motion Carried

DISCUSSION:

2017-18 Reserve Fund report review

ADJOURNMENT of regular meeting at 7:01 p.m.

Motion by Board Member Menzies, seconded by Board Member Sanders.

In favor: 7
Opposed: 0

Motion Carried

Dates to remember:

- | | | |
|----------|-------|--|
| November | 2 | Drama Production, 7 pm, Joe Bena Auditorium |
| | 3 | Drama Production, 7 pm, Joe Bena Auditorium |
| | 4 | Drama Production, 7 pm, Joe Bena Auditorium
Daylight Savings Time Ends |
| | 6 | Election Day |
| | 9 | Veterans Day Assembly, 9 am, ES Gym |
| | 11 | Veterans Day |
| | 12 | No School – Veterans Day Holiday |
| | 13 | BOE Meeting, 6:30 pm, Joe Bena Auditorium |
| | 15 | Half Day K-6 Students / Parent-Teacher Conferences
K-12 Report Cards Posted
K-12 Evening Parent-Teacher Conferences, 6-8:30 pm |
| | 16 | Staff Development Day – No Students |
| | 19 | Fall Sports Award Ceremony, 6 pm, HS |
| | 20 | Half Day K-12 Students
Staff Development
Parent-Teacher Conferences |
| | 21-23 | Thanksgiving Recess – No School |
| December | 6 | ES Winter Concert, 6:30 pm, Joe Bena Auditorium |
| | 8 | Duanesburg Duals |
| | 11 | BOE Meeting, 6:30 pm, Joe Bena Auditorium |

INTO ANTICIPATED EXECUTIVE SESSION at 7:02 p.m. to discuss current litigation matters.

Motion by Board Member Menzies, seconded by Board Member Sanders.

In favor: 7

Opposed: 0

Motion Carried

OUT OF EXECUTIVE SESSION at 7:33 P.M.

Motion by Board Member Sexton, seconded by Board Member Menzies.

In favor: 7

Opposed: 0

Motion Carried

ADJOURNMENT at 7:34 P.M.

Motion by Board Member Sanders, seconded by Board Member Menzies.

In favor: 7

Opposed: 0

Motion Carried

Respectfully submitted,

Celeste E Junge
District Clerk

To be approved by Board of Education on November 13, 2018

Substitute Teachers through BOCES Substitute Service – These people have been screened by BOCES Substitute Service:

Mayameen Alchalabi

Pamela Bond

Marina Ferreri

Mariyah Goodbee

Laura Himmelwright

Joshua Key

Brett Lauterbach

Karen Lewis

Kyle Moreen

Ian Spear

Danielle Zabelicky

Vincent Zarrillo

Duanesburg Central School District

2019-2020 SCHOOL YEAR BUDGET PLANNING CALENDAR

Board of Education Meetings & Budget Work Sessions ~ 6:30 p.m. Joe Bena Auditorium (open to public)

The Board will tentatively adopt the budget on April 9th so your input is important prior to that date.
Duanesburg CSD web site is www.duanesburg.org

- Tuesday, Nov. 13 ~ Board of Education Meeting - (Review Budget Planning Calendar for adoption on Dec. 11)
- Tuesday, Dec. 11 ~ Board of Education Meeting - Adopt Budget Planning Calendar, Budget discussion & establish parameters
- Tuesday, Jan. 8, 2019 ~ Board of Education Meeting
- Tuesday, Jan. 22 ~ Board of Education Meeting
- Tuesday, Feb. 12 ~ BOE Meeting/Budget Work Session
- Tuesday, Feb. 26 ~ BOE Meeting/Budget Work Session
- Friday, March 1 ~ Submit Tax Levy limit to the Office of State Comptroller by March 1
- Tuesday, March 12 ~ BOE Meeting & Budget Work Session
- Tuesday, March 26 ~ BOE Meeting & Community Budget Presentation
- Friday, April 5 ~ Gazette Legal Notice #1 of 4 at least 45-49 days before Meeting, to be published 4 times
- Tuesday, April 9 ~ Board of Education Meeting - Adopt Budget
- Wednesday, April 10 ~ Submit Property Tax Report Card to SED & local newspaper (within 24 hours of adoption)
- Wednesday, April 17 ~ Special Board of Education Meeting to vote on BOCES Admin. Budget – time to be determined/Central Office
- Monday, April 22 ~ Last day to submit Board of Education Petitions. Two 3-year term seats are open: Kent Sanders and Deborah Grier. Petitions are due by 5:00 p.m. at the Central Office.
- Tuesday, April 23 ~ Drawing for Board of Education Candidate Ballot position, NYS Education Law 2032 2b, day after petitions are due
- Wednesday, April 24 ~ Gazette Legal Notice #2 of 4
- Wednesday, May 1 ~ Absentee Ballot applications available on line and at Central Office
- Tuesday, May 7 ~ Public Budget Hearing (Presentation of Adopted Budget) followed by Board of Ed. Meeting – Adopted Budget available to public
- Wednesday, May 8 ~ Gazette Legal Notice #3 of 4
- Thursday, May 9 ~ “Meet the Candidates” Night @ 7:00 pm, Joe Bena Auditorium, sponsored by PTA
- Friday, May 10 ~ Mail Budget Notice (Budget Newsletter)
- Monday, May 20 ~ Gazette Legal Notice #4 of 4
- Tuesday, May 21 ~ **Annual Budget Vote/BOE Election – 1:00 to 9:00 pm/ES Lobby** followed by a brief BOE Meeting to announce budget and BOE election results.

Adopted by BOE:

Duanesburg Central School District
Reserve Fund Report and Analysis
2017-2018 Year-End Summary Report – Final
Board of Education Review/Approval 11/13/2018

Prepared By:
Jeff Rivenburg
Business Official

Overview

The New York State Comptroller's guidance on the Reserve Fund describes the importance of Reserve Funds for good financial management.

“Saving for future projects, acquisitions, and other allowable purposes is an important planning consideration for local governments and school districts. Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment, and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance capital projects and acquisitions. In uncertain economic times, reserve funds can also provide officials with a welcomed budgetary option that can help mitigate the need to cut services or to raise taxes. In good times, money not needed for current purposes can often be set aside in reserves for future use.”

The establishment and funding of reserves is an important consideration in the maintenance of a sound financial plan for any school district. Strict adherence to state laws is required to ensure reserves are both legal and appropriate. Adequately funded reserves are vital to the long-term health and stability of the school district.

The Duanesburg Central School District believes that the judicious use of reserves reduces long-term borrowing costs, smooths large fluctuations in tax rates, and minimizes the possibility of mid-year budget cuts which could have a direct impact on students. We believe it is in the best interest of students, staff, and taxpayers to prudently establish and use reserves to weather the financial storms and uncertainties that can occur throughout a school year.

Since New York State law mandates that expenditures can be no greater than the budget approved by the voters in May each year, Duanesburg Central School District budgets conservatively to ensure that unanticipated expenditures do not result in mid-year cuts that could have an immediate impact on students and/or staff. This practice has allowed the District to weather revenue reductions, state aid holdbacks, increases in expenditures such as transportation or Special Education, and other negative adjustments without impacting instructional programs. However, conservative budgeting can also result in budget surpluses at year-end. The Board of Education reviews budget surpluses via the annual Fund Balance Report and determines the best use of these surpluses including transfers to voter or Board approved reserves, or to a reduction in the ensuing year tax levy.

Legally established reserves can provide many benefits to the school district and to its taxpayers. However, these reserves can also cause confusion when not utilized and/or their purpose is not clearly understood by the community.

Reserves

As stated, the Board is responsible for appropriately managing the financial affairs of the District. Reserves may be established by the Board in accordance with applicable laws. Money set aside in reserves must be used in compliance with statutory provisions which determine how reserves are established and how they may be funded, expended, and/or discontinued. Generally, school districts are not limited as to how much money can be held in reserves. However, reserve balances must be reasonable.

Funding reserves at greater than reasonable levels contributes to real property tax levies that are higher than necessary because the excessive reserve balances are not being used to fund operations. The Board is responsible for developing a formal plan for the use of its reserves, including anticipated use and need of reserve funds and how and when disbursements should be made. By maintaining excessive and/or

unnecessary reserves, the Board and District officials may miss opportunities to lower the property tax burden and/or funds from being used to meet District needs.

Best Practices for Reserves

1. Familiarize yourself, the administrative team and the Board of Education as to the purpose and rules of Reserves Funds. Attached are Reserve Funds available to school districts and BOCES. But not all school districts or BOCES can establish each of the listed funds. For example, the big five school districts, school districts with more than 125,000 inhabitants, cannot use the Insurance Reserve Fund, Employee Benefit Accrued Liability Reserve Fund or the Retirement Contribution Reserve Fund. Only a BOCES can use the Career Education Instructional Equipment Reserve Fund.
2. Share the New York State Comptroller's guidance document with interested parties. The document can be found at the link noted below in the resource section.
3. Review your district's reserve funds annually to assure that the funding level is appropriate based on the prescribed purpose of the Reserve Fund. Share an update with the Superintendent and Board of Education.
4. When establishing a Reserve Fund, document the reasons and the dollar amount. Keep a record of discussion with the Board of Education and any Board action. Keep the documentation in the business office.
5. Share information with your external auditor during the school year as you make changes to Reserve Funds.
6. If the district changes the level of funding in a reserve fund, document the reasons, inform the Board of Education and keep a copy of the resolution in the business office.

Resources

- New York State Office of State Comptroller guidance document: This document outlines all of the Reserves available to municipalities and school districts.
 - <http://osc.state.ny.us/localgov/pubs/lgmg/reservefunds.pdf>
- New York State Office of State Comptroller Local Government and School Accountability Accounting Releases: The state may create new reserves or clarify requirements related to a reserve. This information is released in a bulletin. Bulletins can be found at this link:
 - <http://osc.state.ny.us/localgov/pubs/releases/pastreleases.htm>

The following is a report/analysis of the current status and internal controls over Reserve Funds at Duanesburg Central School District:

Reserve for Encumbrances (Also known as Fund Balance)

Funding Goal - Each year the reserve amount is equal to the outstanding purchase order obligations to be satisfied in the following school year.

Purpose – This reserve allows outstanding encumbrances remaining at the end of a school year to be carried over to the next school year.

Funding Methods – The funding is realized from revenue gleaned from the prior school year.

Use of Reserve – The reserve is used to liquidate purchase orders and requisitions from prior school years.

Monitoring of Reserve – The reserve will be monitored by the Superintendent and Business Official.

Caution – This reserve exists only for so long as there exists an encumbrance (eg. P.O.) to match the funds in the reserve.

Tax Certiorari Reserve

This fund is no longer carrying a balance as established by BOE. No judgements or claims existing at this time.

Employees Benefit Accrued Liability Reserve (EBLAR)

Funding Goal – Not to exceed actuarial projections prepared by State Aid Planning.

Funding Level – The current amount of the fund is \$61,822 (Fixed per guidance promulgated by the New York State Comptroller’s Office). If the District determines that such an account is no longer needed or is overfunded, monies may be transferred to a reserve fund established under Education Law §3651, but only to the extent that the monies in the employee benefit accrued liability reserve fund exceed a sum sufficient to pay all liabilities incurred or accrued against the employee benefit accrued liability fund, as certified to the governing board by the fiscal and legal officers of the local government prior to the discontinuance of the fund. Consequently, the Business Official and Superintendent, working in concert with the external auditor and the board of education, will transfer excess EBLAR reserve funds to the Retirement Contribution (ERS) or unemployment reserves pending BOE approval.

Purpose – The purpose of this fund is to pay accrued benefits due to employees upon termination of service for vacation, sick, leave, personal leave, etc.

Funding Methods – The source from which the funds will be obtained can include any and all of the following: unappropriated fund balance from the general fund as determined by the Board of Education, interest income related to the investment of monies in the fund, and any other additional monies thereafter authorized by the voters of the District.

Use of Reserve – This reserve is used to pay for employee compensated absences upon termination of employment from the school district. Recent amendments to General Municipal Law allows for use of the reserve as a revenue to cover the amount equivalent to a district’s

remaining gap elimination adjustment or the dollar value of excess funding remaining in the fund as determined by the Comptroller.

Monitoring of Reserve – The reserve is monitored by the Superintendent and Business Official.

Employee Retirement Contribution (ERS) Reserve Fund

Funding Goal – A minimum funding level equivalent to the value of five consecutive years as of the close of the current year.

Funding Level – The current funding level is \$1,045,483.

Purpose - This reserve is used to pay for district expenses to the NYS Employee’s Retirement System only.

Funding Methods – Funds are placed in this reserve from excess fund balance.

Use of Reserve – Funds are to be appropriated against ERS billings for the current budget year.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Unemployment Insurance Reserve

Funding Goal – Currently, reserve balance represents approximately 2.54% of the 2017-18 budget salaries.

Funding Level – This reserve is funded at \$180,232.

Purpose – This reserve is used to pay the cost of reimbursement to the New York State Unemployment Insurance Fund for unemployment benefit payments to claimants.

Funding Methods – This reserve may be established by a board resolution and funded by budgetary appropriations or other funds as may be legally appropriated.

Use of Reserve – In accordance with the law, this reserve may be used at the discretion of the Superintendent and Business Official specifically to offset expenses tied to unemployment insurance claims related to employee attrition.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Property Loss Reserve

Funding Goal – An amount that is deemed adequate to offset any minor property loss that occurs.

Funding Level – This reserve is funded at \$62,158.

Purpose – This reserve is available to cover property loss and liability claims.

Funding Methods – This may be funded by budgetary appropriations or other funds such as excess fund balance. The total amount of the appropriated reserve cannot exceed 3% of the annual budget.

Use of Reserve – In accordance with law, this reserve may be used without referendum to offset expenses related to property loss.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Workers' Compensation

Funding Goal – An amount that is deemed adequate to offset the costs of workers' compensation benefits for the District.

Funding Level – This reserve will be funded as deemed appropriate.

Purpose – This reserve is to pay compensation and benefits, medical, hospital or other expenses authorized by Article 2 of the Workers' Compensation Law and to pay the expenses of administering a self-insurance program.

Funding Methods – This reserve will be funded from excess fund balance or by budgetary appropriations.

Use of Reserve – This reserve will be used for pay for workers' compensation benefits.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official

The District has a balance of \$75,000 in this reserve as of June 30, 2018. In fiscal year 2017-18 our expenses did not exceed our budget. The reserve remained with approximately one year of expenses. As Workers' compensation expenses can rise or fall sharply from year to year we feel the budgeted level is sufficient at this time to meet current year's needs. In the instance where claims may rise/fall sharply again, an analysis will be made on the reasonableness of the balance of the reserve.

Insurance

Funding Goal – An amount that is deemed adequate to offset costs of uninsured losses, claims, actions, or judgments.

Funding Level – This reserve will be funded as deemed appropriate.

Purpose – This reserve is to fund certain uninsured losses, claims, actions, or judgments for which the local government is authorized or required to purchase or maintain insurance, with a number of exceptions. An insurance reserve fund may also be used to pay for expert or professional services in connection with the investigation, adjustment, or settlement of claims, actions, or judgments.

Funding Methods – This reserve will be funded from excess fund balance or by budgetary appropriations.

Use of Reserve – This reserve will be used to pay for uninsured losses, claims, actions or judgments.

Monitoring of Reserve – The reserve is monitored by the Superintendent and Business Official

The District has a balance of \$733,000 in this reserve as of June 30, 2018.

Capital Reserve

Funding Goal – To be used in future Capital Project work through the use of fund balance which will reduce the need for district borrowing.

Funding Level – This reserve is funded at \$1,600,000.

Purpose – This reserve is available to cover property loss and liability claims.

Funding Methods – This may be funded by budgetary appropriations or other funds such as excess fund balance. The current total amount of the appropriated reserve cannot exceed \$6,000,000 as set by voters in May 2018.

Use of Reserve – In accordance with law, this reserve may be used upon a voter approval with specified purpose.

Monitoring of Reserve – This reserve is monitored by the Superintendent and Business Official.

Duanesburg Central School District: Statutory Reserve Fund Analysis Report - attached

10/16/2018