

UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
MONDAY, DECEMBER 4, 2023
EXEMPT SESSION
TO DISCUSS CSE RECOMMENDATIONS
6:30 P.M.
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/SR HIGH SCHOOL
ROOM #93

1. ROUTINE MATTERS

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Exempt Session
- 1.4 Return to Open Session
- 1.5 Roll Call
- 1.6 Pledge
- 1.7 Approve regular board meeting minutes of November 6, 2023
- 1.8 Adopt Agenda

2. PUBLIC COMMENT

3. PRESENTATIONS

- 3.1 High School Student Council Report -
- 3.2 Guidance Report –
- 3.3 Administrator’s Report –
- 3.4 Superintendent’s Report – Dr. David S. Richards

4. ADMINISTRATIVE ACTION

- 4.1 Policy #5662 Meal Charge and Prohibition Against Meal Shaming (First Reading)
- 4.2 Policy #5663 School Meal Modification (First Reading)
- 4.3 Policy #6121 Sexual Harassment in the Workplace (First Reading)
- 4.4 Warrants (Information only)
- 4.5 Budget Status Reports (Information only)
- 4.6 Approve Treasurer’s Reports (12.4.23 G1)
- 4.7 Approve CSE Recommendations (12.4.23 G2)
- 4.8 Approve Tax Collector’s Report for the 2023-2024 school year (12.4.23 G3)
- 4.9 Approve surplus of technology equipment (12.4.23 G4)
- 4.10 Accept donation of 25 ukuleles from Donors Choose (12.4.23 G5)
- 4.11 Accept Brenda Birdsall’s resignation as keyboard specialist (12.4.23 UC1)
- 4.12 Accept Kaleigh Barber’s resignation as keyboard specialist (12.4.23 UC2)
- 4.13 Appoint Kaleigh Barber to a probationary appointment as keyboard specialist (12.4.23 UC3)
- 4.14 Approve Zachary Nages’s permanent appointment as Building Maintenance Mechanic (12.4.23 UC4)
- 4.15 Appoint Rheagan James as a substitute teacher/aide/LTA for the 2023-2024 school year (12.4.23 UC5)

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- 4.16 Accept Tamara Tatiana Auguste's resignation as an aide (12.4.23 UC6)
- 4.17 Appoint Eddie Dunbar as driver in training (12.4.23 UC7)
- 4.18 Accept McKenzie Rutherford's resignation as an aide (12.4.23 UC8)
- 4.19 Appoint McKenzie Rutherford provisional keyboard specialist (12.4.23 UC9)
- 4.20 Accept Tina Wetmore's resignation for the purpose to retire as an aide (12.4.23 UC10)
- 4.21 Appoint Alyssa Perillo as a returning substitute teacher/aide/LTA for the 2023-2024 school year (12.4.23 UC11)
- 4.22 Appoint Vicki Salisbury as a substitute teacher for the 2023-2024 school year (12.4.23 UC12)
- 4.23 Appoint Gavin Bonczkowski as a substitute teacher/LTA/aide for the 2023-2024 school year (12.4.23 UC13)
- 4.24 Accept Mallorie Bomba's resignation as a part-time food service helper (12.4.23 UC14)
- 4.25 Appoint Mallorie Bomba's probationary appointment as an aide (12.4.23 UC15)
- 4.26 Appoint Mallorie Bomba as a substitute food service helper for the 2023-2024 school year (12.4.23 UC16)
- 4.27 Accept Tim Simonds resignation as middle school principal (12.4.23 C1)
- 4.28 Approve Kristen Preston's unpaid leave of absence as an LTA (12.4.23 C2)
- 4.29 Appoint Ruth Modinger as an after-school home tutor (12.4.23 C3)
- 4.30 Appoint Rachael Ryan as an after-school home tutor (12.4.23 C4)

5. PUBLIC COMMENT

6. ROUND TABLE DISCUSSION/QUESTIONS

7. EXECUTIVE SESSION (IF NECESSARY)

Upon a majority vote of its total membership, taken in open meeting pursuant to a motion identifying the general area of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- A. matters which may imperil the public safety if disclosed;
- B. any matter which may disclose the identity of a law enforcement agent or informer;
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- D. discussions regarding proposed, pending, or current litigation;
- E. collective negotiations pursuant to article fourteen of the civil service law;
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;
- G. the preparation, grading or administration of examination; and
- H. the proposed acquisition, sale, or lease of real property or the proposed Acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;
- I. any matter made confidential by federal or state law.

8. ADJOURN

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4.6

12.4.23 G1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Treasurer's Report as presented.

4.7

12.4.23 G2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve CSE Recommendations as presented.

4.8

12.4.23 G3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Tax Collector's report for the 2023-2024 school year as presented.

4.9

12.4.23 G4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the surplus of damaged or no longer used technology equipment as presented.

4.10

12.4.23 G5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept the donation of twenty-five (25) ukuleles from Donors Choose as presented.

4.11

12.4.23 UC1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Brenda Birdsall's resignation, with regret and appreciation, as keyboard specialist, effective January 7, 2024, as presented.

4.12

12.4.23 UC2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Kaleigh Barber's resignation as keyboard specialist, effective November 26, 2023, as presented.

4.13

12.4.23 UC3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kaleigh Barber to an 8-week probationary appointment as keyboard specialist, rate of pay \$15.11 pr/hr., effective November 27, 2023, to January 22, 2024, as presented. (replaces Brenda Birdsall)

4.14

12.4.23 UC4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Zachary Nages's permanent appointment as building maintenance mechanic, effective December 13, 2023, as presented.

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4.15

12.4.23 UC5

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Rheagan James as a substitute teacher/aide/LTA for the 2023-2024 school year as presented.

4.16

12.4.23 UC6

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Tamara Tatiana Auguste's resignation as middle school aide, effective November 27, 2023, as presented.

4.17

12.4.23 UC7

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Eddie Dunbar, bus driver in training at a rate of \$18.50 per/hr., effective November 29, 2023, as presented.

4.18

12.4.23 UC8

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept McKenzie Rutherford's resignation as an aide, effective December 4, 2023, as presented.

4.19

12.4.23 UC9

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint McKenzie Rutherford to a provisional appointment as keyboard specialist, pending civil service exam, at a rate of \$14.95 per/hr. effective December 5, 2023, as presented. (Replaces Kaleigh Barber)

4.20

12.4.23 UC10

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Tina Wetmore's resignation, with regret and appreciation, for the purpose to retire as an aide, effective June 30, 2024, as presented.

4.21

12.4.23 UC11

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Alyssa Perillo as a returning substitute teacher/aide/LTA for the 2023-2024 school year as presented.

4.22

12.4.23 UC12

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Vicki Salisbury as a substitute teacher for the 2023-2024 school year as presented.

4.23

12.4.23 UC13

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Gavin Bonczkowski as a substitute teacher/LTA/aide for the 2023-2024 school year as presented.

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4.24

12.4.23 UC14

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Mallorie Bomba's resignation as a food service helper, effective December 4, 2023, as presented.

4.25

12.4.23 UC15

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Mallorie Bomba to a probationary appointment as an aide, at a rate of \$14.20 per/hr. effective December 5, 2023, to December 4, 2024, as presented. (Replaces Allison Worman)

4.26

12.4.23 UC16

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Mallorie Bomba as a substitute food service helper for the 2023-2024 school year as presented.

4.27

12.4.23 C1

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Tim Simond's resignation as middle school principal, effective December 31, 2023, as presented.

4.28

12.4.23 C2

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Kristin Preston's unpaid leave of absence as an LTA to complete her student teaching at Unatego Elementary from January 29, 2024-May 10, 2024, as presented.

4.29

12.4.23 C3

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Ruth Modinger as an after-school home tutor, 10 hours weekly at the contractual tutoring rate of \$41.34 pr/hr. plus mileage for a student who is unable to attend school currently as presented.

4.30

12.4.23 C4

RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Rachael Ryan as an after-school home tutor, 15 hours weekly at the contractual tutoring rate of \$41.34 pr/hr. for a student who is unable to attend school currently as presented.

SUBJECT: MEAL CHARGE AND PROHIBITION AGAINST MEAL SHAMING**I. Purpose**

The goal of the District is to provide student access to nutritious no- or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

Unpaid charges could place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and, and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the District in a way that does not stigmatize, distress or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

II. Policy

Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.

Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast and a lunch meal of their choice at no charge. A la carte items or other similar items must be paid/prepaid.

Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

ONGOING STAFF TRAINING:

- a) Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the NYSED Webinar or the school's training program.
- b) Staff training includes ongoing eligibility certification for free or reduced-price meals.

(Continued)

SUBJECT: MEAL CHARGE AND PROHIBITION AGAINST MEAL SHAMING (Cont'd.)**PARENT NOTIFICATION:**

- a) Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued meal charges within 10 days of the charge and then every 10 days thereafter.

PARENT OUTREACH:

- a) Staff will communicate with parents/guardians with five or more meal charges to determine eligibility for free or reduced-price meals.
- b) School staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- c) School staff will contact the parent/guardian to offer assistance with completion of meal applications to determine if there are other issues within the household causing the child to have insufficient funds, offering any other assistance that is appropriate.

MINIMIZING STUDENT DISTRESS:

- a) Staff will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- b) Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.
- c) Staff will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.
- d) Staff will not take any action directed at a pupil to collect unpaid school meal fees.
- e) Staff will deal directly with parents/guardians regarding unpaid school meal fees.

(Continued)

SUBJECT: Meal Charge and Prohibition Against Meal Shaming Policy (Cont'd.)**ONGOING ELIGIBILITY CERTIFICATION:**

- a) School staff will conduct direct certification with NYSSIS or using NYSED Roster Upload to maximize free eligibility. NYSED provides updated direct certification data monthly.
- b) District will provide parents/guardians with free and reduced-price application and instructions at the beginning of each school year in school enrollment packet.
- c) District will provide at least two additional free and reduced-price applications throughout the school year to families identified as owing meal charges.
- d) District will use administrative prerogative judiciously, only after using exhaustive efforts to obtain a completed application from the parent/guardian only with available information on family size and income that falls within approvable guidelines.
- e) District will coordinate with the foster, homeless, migrant, runaway coordinators to certify eligible students.

Students/Parents/Guardians may pay for meals in advance via www.myschoolbucks.com or with a check payable to School Lunch Fund. Further details are available on the District webpage. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.

To obtain a refund for a withdrawn or graduating students, a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the District Food Service Program.

First Reading: December 4, 2023

Second Reading/Adopted:

SUBJECT: SCHOOL MEAL MODIFICATION

Unatego Central School District provides reasonable modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability/allergy must submit a medical statement completed by a State licensed healthcare professional, i.e., Physician, Nurse Practitioner, Physician's Assistant to their school's nurse's office. Documents can be emailed, faxed or mailed to the School Nurse at the applicable school. The medical statement requirements:

1. Provides information about impairment. Diagnosis not required.
2. An explanation of what must be done to accommodate the disability, which may include:
 - a. Food(s) to avoid or restrict (allergen).
 - b. Food(s) to substitute.
 - c. Brief explanation of how exposure affects the student(s).

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Food Service Director shall request additional information so that a proper and safe meal can be provided. Modifications to the meals will begin *immediately* upon receipt of the documentation and continue while waiting for additional information, if needed. This form will remain on file and in force until we receive written notification from the parent to remove.

Modification procedure:

1. All servers and cashiers are made aware of the modification as soon as the food service department is notified.
2. Student's account is flagged with the modification, so it automatically comes up on the POS when the child enters his or her number.
3. Any food items needed to be purchased (gluten free items, dairy free items), will be done within 10 business days. Substitutions will be made until product is received.

When choosing an appropriate approach to accommodate a student's disability, the district will consider the expense and efficiency of the requested accommodations. The district will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the district's School Business Manager, 607-988-5038, who will schedule a hearing on the grievance, in writing, to be held within 10 business days. The Business official shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

(Continued)

SUBJECT: SCHOOL MEAL MODIFICATION (Cont'd.)

For additional guidance, see FNS memorandum SP 59-2016, Modifications to Accommodate Disabilities in the School Meal Programs, SP 26- 2017 Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers (Q&As), (<https://www.fns.usda.gov/school-meals/accommodating-disabilities-school-mealprograms-guidance-and-qas>) and Accommodating Children with Disabilities in the School Meal Programs (<https://www.fns.usda.gov/sites/default/files/cn/SP40-2017a1.pdf>)

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

(Continued)

POLICY

2023

5663
3 of 3

Non-Instructional/Business
Operations

This institution is an equal opportunity provider.

First Reading: December 4, 2023
Second Reading/Adopted:

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE

Overview

The District is committed to creating and maintaining an environment which is free from harassment and discrimination. This policy addresses sexual harassment and gender discrimination in the workplace. It is intended to inform covered individuals of: their right to work in an environment that is free from sexual harassment and discrimination; what sexual harassment and discrimination look like; how they can prevent and report sexual harassment and discrimination; how they are protected from retaliation after taking action; and the general process for investigating a claim of sexual harassment and discrimination that falls under this policy. This policy is just one component of the District's overall commitment to maintaining a harassment and discrimination-free educational and work environment.

Under New York State Human Rights Law (NYSHRL), it is illegal for an employer to discriminate based on age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence, or criminal history. These different identities impact an individual's perception and understanding of the world. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the process for reporting and investigating discrimination based on other protected classes is generally the same. However, the exact process may vary depending on a number of factors including, but not limited to, who is involved. Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* detail the specific process for reporting and investigating discrimination based on other protected identities.

Sexual harassment is a form of workplace discrimination that subjects individuals to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the District recognizes that discrimination can be related to or affected by other identities beyond gender.

Discrimination of any kind, including sexual harassment, is unlawful, a violation of District policy, and may subject the District to liability for the harm experienced by targets of discrimination. All individuals are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace.

Harassers may also be individually subject to liability and supervisors who fail to report or act on harassment may be liable for aiding and abetting sexual harassment and discrimination. Employees at every level who engage in harassment or discrimination, including supervisory personnel who engage in harassment or discrimination or who allow such behavior to continue, will be subject to remedial and/or disciplinary action by the District.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of sexual harassment in the workplace. The District will promptly respond to reports of sexual harassment in the workplace, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

Inquiries about this policy may be directed to the District's Civil Rights Compliance Officer(s) (CRCO(s)) and/or Title IX Coordinator(s).

Scope and Application

This policy applies to all instances of sexual harassment and gender discrimination perpetrated against a "covered individual" by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered individual" includes:

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace. These non-employees include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are non-employees providing equipment repair, cleaning services, or any other service through a contract with the District.

Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* may address misconduct related to sexual harassment and may provide for additional, different, or more specific grievance procedures depending on a number of factors including, but not limited to, who is involved and where the alleged sexual harassment occurred. These documents must be read in conjunction with this policy.

The dismissal of a complaint under one policy or document does not preclude action under another related District policy or document.

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SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

What Constitutes Sexual Harassment

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating individuals differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression, and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Under NYSHRL, sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, NYSHRL specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which a covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of District policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts.

Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- a) The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. The impacted individual does not need to be the intended target of the sexual harassment;
- b) Employment depends implicitly or explicitly on accepting such unwelcome behavior; or

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- c) Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of the behavior. These decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- a) Hostile work environment which includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- b) Quid pro quo harassment which occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment.

Any covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any covered individual who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- a) Physical acts of a sexual nature, such as:
 - 1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another individual's body, or poking another individual's body; or
 - 2. Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy.
- b) Unwanted sexual comments, advances, or propositions, such as:
 - 1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;

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SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

2. Subtle or obvious pressure for unwelcome sexual activities; or
 3. Repeated requests for dates or romantic gestures, including gift-giving.
- c) Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- d) Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
1. Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 2. Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as:
1. Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 2. This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
1. Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 2. Sabotaging an individual's work;
 3. Bullying, yelling, or name-calling;
 4. Intentional misuse of an individual's preferred pronouns; or

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

5. Creating different expectations for individuals based on their perceived identities:
 - (a) Dress codes that place more emphasis on women's attire;
 - (b) Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. This policy applies to all instances of sexual harassment perpetrated against a "covered individual" by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student.

Sexual harassment does not happen in a vacuum and discrimination experienced by an individual can be impacted by biases and identities beyond an individual's gender. For example:

- a) Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- b) An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- c) Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school property and at school functions which, for purposes of this policy, means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state. It can occur while covered individuals are traveling for District business or at District or industry-sponsored events or parties. Calls, texts, emails, and social media usage by covered individuals can constitute unlawful workplace harassment, even if they occur away from school property, on personal devices, or during non-work hours. Accordingly, conduct or incidents of sexual harassment that create or foreseeably create a disruption within the District may be subject to this policy in certain circumstances.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

Sexual harassment can occur when covered individuals are working remotely. Any behaviors outlined above that leave a covered individual feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the covered individual is working remotely when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. Adverse actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- a) Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- b) Publicly releasing personnel files;
- c) Refusing to provide a reference or providing an unwarranted negative reference;
- d) Labeling an employee as "difficult" and excluding them from projects to avoid "drama";
- e) Undermining an individual's immigration status; or
- f) Reducing work responsibilities, passing over for a promotion, or moving an individual's desk to a less desirable office location.

Retaliation is unlawful under federal, state, and (where applicable) local law. The NYSHRL protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- b) Testified or assisted in a proceeding involving sexual harassment or discrimination under the NYSHRL or any other anti-discrimination law;

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- c) Opposed sexual harassment or discrimination by making a verbal or informal complaint, or by simply informing a supervisor, building principal, other administrator, or the CRCO of suspected harassment;
- d) Reported that a covered individual has been sexually harassed or discriminated against; or
- e) Encouraged a covered individual to report harassment.

The District prohibits all retaliation. Any individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment or discrimination if they believe it has occurred. Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of sexual harassment or discrimination.

Any District employee who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All covered individuals who believe they have been subject to retaliation should inform a supervisor, building principal, other administrator, or the CRCO.

All employees and covered individuals who believe they have been a target of retaliation may also seek relief from government agencies, as explained in this policy.

Reporting Allegations of Sexual Harassment

Anyone who experiences, witnesses, or becomes aware of potential instances of sexual harassment is encouraged to report the behavior to a supervisor, building principal, other administrator, or the CRCO. Covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough or conversely because they do not want to see someone fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and could include education counseling, suspension, or termination.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is posted on the District's website if a covered individual would like to use it, but the complaint form is not required. Individuals who are reporting sexual harassment on behalf of another individual may use the complaint form and note that it is being submitted on another individual's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another individual is also acceptable.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

Reports may be made to a CRCO in person, by using the contact information for a CRCO, or by any other means that results in a CRCO receiving the person's verbal or written report. This report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for a CRCO.

Reports of sexual harassment may also be made to any other District employee including a supervisor or building principal. All reports of discrimination and/or harassment must be immediately forwarded to the CRCO. Reports may also be forwarded to other District employees depending on the allegations.

District employees must comply with reporting requirements in any other applicable District policy or document.

Covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained in this policy.

Supervisory Responsibilities

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors, building principals, other administrators, and the CRCOs have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report the suspected sexual harassment to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

Supervisors, building principals, and other administrators should not be passive and wait for a covered individual to make a claim of harassment. If they observe such behavior, they must act.

Supervisors, building principals, and other administrators can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors, building principals, and other administrators, can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

While supervisors, building principals, and other administrators have a responsibility to report harassment and discrimination, they must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors, building principals, and other administrators must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any individual witnessing harassment as a bystander is encouraged to report it. A supervisor, building principal, or other administrator that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

- a) A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
- b) A bystander who feels unsafe interrupting on their own can ask a third-party to help intervene in the harassment;
- c) A bystander can record or take notes on the harassment incident to benefit a future investigation;
- d) A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
- e) If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace.

Grievance Process for Complaints of Sexual Harassment in the Workplace

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, equitable, and started and completed as soon as possible. Investigations will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

The CRCO will generally oversee the District's investigation of all complaints of discrimination and/or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

District employees may be required to cooperate as needed in an investigation of suspected sexual harassment. The District recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize a covered individual. Individuals receiving claims and leading investigations will handle complaints and questions with sensitivity toward participants.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the CRCO:

- a) Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate.

If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

- b) Will investigate all complaints of sexual harassment regardless of how those complaints are reported and treat all complaints with equal priority. For verbal complaints, the individual will be encouraged to complete, in writing, the complaint form. If the individual reporting prefers not to fill out the complaint form, a complaint form or equivalent documentation based on the verbal reporting will be prepared. The individual reporting the harassment will be provided a copy of the completed complaint form.
- c) Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails, or phone records that may be relevant to the investigation. The CRCO will consider and implement appropriate document request, review, and preservation measures, including for electronic communications.
- d) Will seek to interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.

(Continued)

- e) Will create written documentation of the investigation (such as a letter, memo, or email),
 - 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - 2. A list of names of those interviewed, along with a detailed summary of their statements;
 - 3. A timeline of events;
 - 4. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - 5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- f) Will keep the written documentation and associated documents in a secure and confidential location.
- g) Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document. Any corrective action taken will be in accordance with applicable law and regulation, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's *Code of Conduct*.
- h) Will inform the individual(s) who reported the harassment of the right to file a complaint or charge externally as outlined in this policy.

Other District policies and documents address sexual harassment. All complaints will be handled in accordance with the applicable District policies and/or documents.

The determination as to which District policies and/or documents are applicable is fact specific, and the CRCO may work with other District staff such as the District's Title IX Coordinator(s) to determine which District policies and/or documents are applicable to the specific facts of the complaint.

Annual Training

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will be interactive and will include:

- a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- b) Examples of conduct that would constitute unlawful sexual harassment;
- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees' rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

Notification

The District will provide this policy to all employees in-person or digitally through email upon hiring and will be posted prominently in all work locations. In addition to sending the policy through email, this policy will also be available on the District's website.

At the time of hiring and at every annual sexual harassment prevention training program, the District will provide each employee a notice containing this policy and the information presented at the District's sexual harassment prevention training program.

This notice will be provided in English and in the language identified by the employee as their primary language, provided that the New York State Department of Labor Commissioner has published a template of the model materials in that language.

The notice will be delivered in writing, either in print or digitally. The notice will either link to or include, as an attachment or printed copy, the policy and training materials.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the District, but it is also prohibited by state, federal, and, where applicable, local law.

The District's internal process outlined in the policy above is one way for covered individuals to report sexual harassment. Covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, covered individuals may also seek the legal advice of an attorney.

In addition to those outlined below, individuals may have other legal protections.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)New York State Division of Human Rights (NYSDHR)

The NYSHRL, NY Executive Law, Art. 15, Section 290 et seq., applies to all employers in New York State and protects covered individuals, regardless of immigration status. A complaint alleging violation of the NYSHRL may be filed either with the NYSDHR or in New York State Supreme Court.

Complaints of sexual harassment filed with NYSDHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with NYSDHR, they can bring a lawsuit directly in state court under the NYSHRL, **within three years** of the alleged sexual harassment. An individual may not file with NYSDHR if they have already filed a NYSHRL complaint in state court.

Complaining internally to the District does not extend the time to file with NYSDHR or in court. The three years are counted from the date of the most recent incident of harassment. Individuals do not need an attorney to file a complaint with NYSDHR, and there is no cost to file with NYSDHR.

NYSDHR will investigate the complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, NYSDHR has the power to award relief. Relief varies, but it may include requiring the employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

NYSDHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint with NYSDHR. The website has a digital complaint process that can be completed on a computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to NYSDHR. The website also contains contact information for NYSDHR's regional offices across New York State.

Call the NYSDHR sexual harassment hotline at **1-800-HARASS-3 (1-800-427-2773)** for more information about filing a sexual harassment complaint. This hotline can also provide a referral to a volunteer attorney experienced in sexual harassment matters who can provide limited free assistance and counsel over the phone.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)The United States Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 USC Section 2000e et seq. An individual can file a complaint with the EEOC anytime within 300 calendar days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred but does not file a lawsuit.

Individuals may obtain relief in mediation, settlement, or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov, or via email at info@eeoc.gov. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

If an individual filed an administrative complaint with the NYSDHR, then NYSDHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. The United States Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments Act of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. The website contains information about filing the complaint online, by mail, or by email.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if a law exists.

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq.

Title IX of the Education Amendments Act of 1972, 20 USC Section 1681 et seq.

29 CFR Section 1604.11(a)

34 CFR Subtitle B, Chapter I

Civil Service Law Section 75-b

New York State Human Rights Law, Executive Law Section 290 et seq.

Labor Law Sections 201-g and 740

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District
#3421 -- Title IX and Sex Discrimination
#6122 -- Employee Grievances
#7551 -- Sexual Harassment of Students

First Reading: December 4, 2023

Second Reading/Adopted:

Internal Claims Auditor Report for Unatego Central School District

Warrant Report Month: October 23

Checks Audited: 161

Internal Claims Auditor: Debra A Whaley

Discovered Condition	Internal Auditor Requested Corrective Action	Corrective Action Taken
FINDINGS:		
Incorrect Invoice Number Incident: 1	Verify & corrected Invoice Number	Correction Done
PO's should be completed prior to purchase or service: Otsego County; Greener World Landscape Maintenance LLC		
Total Incidents: 2		

of Entries: 367

0.82 % of Findings to Entries

Recommendations & Reminders:



6678 County Road 32, Norwich, New York 13815-3554
(607) 335-1200 • FAX (607) 334-9848

To: Unatego Board Members

From: Patricia A. Loker
School Business Manager

Date: November 21, 2023

Re: Warrants for the December 4, 2023 meeting

Enclosed, please find the following October warrants for the December 4, 2023 meeting:

<u>FUND</u>	<u>#'s</u>
General Fund	21, 25, 26, 27
Trust & Agency	14, 15, 16, 17, 20
School Lunch Fund	11, 12, 13
Federal	9
Capital	10, 11

pal/mls

cc Dr. David Richards

UNATEGO CENTRAL SCHOOL TREASURER'S REPORT

OCTOBER 2023

	GENERAL FUND	CAFETERIA FUND	TRUST & AGENCY FUND	FEDERAL FUND	CAPITAL FUND	PAYROLL FUND	BENEFIT RESERVE	DEBT SERVICE RESERVE
BEGINNING BALANCE	\$ 6,617,499.86	\$ 136,699.11	\$ 238,914.48	\$ 89,820.00	\$ 4,998,445.18	\$ 832.93	\$ 2,877.10	\$ 9,861.89
RECEIPTS	\$ 2,522,096.79	\$ 61,902.89	\$ 1,965,175.42	\$ 275,896.35	\$ 41.38	\$ 582,539.86	\$ 5,988.60	\$ 0.00
DISBURSEMENTS	\$ 5,369,347.77	\$ 84,633.25	\$ 1,816,725.78	\$ 148,974.35	\$ 916,978.77	\$ 882,538.79	\$ 1,984.16	\$ 0.00
ENDING BALANCE	\$ 2,830,348.68	\$ 113,968.65	\$ 187,364.12	\$ 217,741.84	\$ 4,081,507.77	\$ 632.10	\$ 8,921.54	\$ 9,861.89

Community General Reserve		
NY Class General	\$	9,429,744.64
NY Class Reserves		
NY Class Capital	\$	6,980,134.91
NY Class Debt Service	\$	24,628.66

I CERTIFY THAT THE BALANCES FOR THE FUNDS ABOVE ARE ACCURATE AND IN AGREEMENT

Patricia A. Loker, Business Mgr
 PATRICIA A. LOKER, SCHOOL BUSINESS MANAGER

UNATEGO CENTRAL SCHOOL

Treasurer's Report Summary

OCTOBER 2023

	A200 GENERAL FUND	C200 SCHOOL LUNCH	F200 SPECIAL AID FUND	H200 CAPITAL FUND	TA200 TRUST & AGENCY
Opening balance	\$ 5,617,499.66	\$136,660.11	\$ 89,820.00	\$ 4,986,445.16	\$ 238,914.48
Receipts	2,522,096.79	61,902.69	275,606.30	41.38	1,565,178.42
Voided Checks	-	-	-	-	-
Total Receipts & Balance	\$ 8,139,596.45	\$198,562.80	\$ 365,426.30	\$ 4,986,486.54	\$1,804,092.90
Disbursements	5,303,247.77	84,633.35	148,074.36	916,976.77	1,616,726.78
Checking Acct. Balance	\$ 2,836,348.68	\$113,929.45	\$ 217,351.94	\$ 4,069,509.77	\$ 187,366.12
Reconciliation					
Bank Statement Balance	\$ 2,863,408.96	\$113,696.77	\$ 217,351.94	\$ 4,459,411.68	\$ 452,817.04
Plus: Bank Error	-	-	-	-	-
Plus: In Transit Deposits	-	232.68	-	-	-
Less: Outstanding Checks	27,060.28	-	-	389,901.91	265,450.92
Less: Outstanding Wires	-	-	-	-	-
Cash in Checking	\$ 2,836,348.68	\$113,929.45	\$ 217,351.94	\$ 4,069,509.77	\$ 187,366.12


CEO BUSINESS MANAGER

Accountant

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

General Fund Checking

BALANCE ON HAND:	October 1, 2023	\$	5,617,499.66
VOIDED CHECKS:		\$	-
RECEIPTS:	INTEREST		47.23
	ADIRONDACK CENTRAL SCHOOL WRESTLING TOURNAMENT FEE (BOONEVILLE, NY)		\$300.00
	DONATION (PUGH)		\$2,849.40
	NYS OSC, SUM LEARN/COMPREHENSIVE/ESSER3 GRANT PYMTS		\$183,006.00
	NYS OSC, FBR SEPT '23		\$10,230.00
	NYS OSC, VLT		\$64,835.50
	NYS OSC, FSN SEPT'23/FLU SEPT'23		\$30,656.00
	NYS OSC, 619 GRANT PMT 23-24		\$1,100.00
	NYS OSC, SBR JUN'23/SLU SEP'23/SBR SEP'23/SBR MAY'23/SLU MAY'23/SLU JUN'23		\$16,828.00
	NYS OSC, ESSER2 GRANT FINAL PYMT		\$71,499.00
	SCHOOL TAXES		\$2,136,935.38
	TUITION -BAILEY		\$2,103.02
	TUITION-FRANKLIN		\$760.00
	UYSA (UNATEGO YOUTH SPORTS ASSOCIATION) SEPT 2023		\$410.26
	YEARBOOK TRANSPORTATION (SYR ZOO TRIP 9/21/23)		\$738.00

TOTAL RECEIPTS \$ 2,622,096.79

RECEIPTS & BALANCE \$ 8,139,596.45

DISBURSEMENTS:	CHECKS	35268-35300	582,997.30
	WIRES		4,720,250.47

TOTAL DISBURSEMENTS \$ 6,303,247.77

BALANCE ON HAND: October 31, 2023

\$ 2,836,348.68

BANK BALANCE

\$2,863,408.96

PLUS: BANK ERROR
PLUS: IN TRANSIT DEPOSITS
LESS: OUTSTANDING CHECKS
LESS: OUTSTANDING WIRES

27,060.28

NET BALANCE IN BANK

\$2,836,348.68

December 4, 2023
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 10/31/2023



Account: Community Bank General Fund
Cash Account(s): A 200

Ending Bank Balance:		2,863,408.96
Outstanding Checks (See listing below):	-	27,060.28
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	2,836,348.68
Cash Account Balance:	2,836,348.68

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
08/03/2023	35064	SCHOOL HEALTH CORPORATION	2,524.84
08/10/2023	35084	MUNSON BUILDING SUPPLY	325.63
09/28/2023	35266	MUSSO GLENDALE LLC	20.00
10/05/2023	35286	JENNIFER S POTRZEBA	57.12
10/12/2023	35303	DEBORAH DECKER	13.24
10/12/2023	35311	ADAM HURLBURT	9.00
10/12/2023	35318	THOMAS T PETTIT	5.00
10/19/2023	35332	OTSEGO COUNTY	14,885.00
10/19/2023	35338	VIKTOR VER	493.19
10/26/2023	35342	AMAZON CAPITAL SERVICES	157.35
10/26/2023	35343	THE ARC OTSEGO	850.00
10/26/2023	35344	BSN SPORTS LLC	91.28
10/26/2023	35345	THE CITY OF ONEONTA	50.00
10/26/2023	35346	DEBORAH DECKER	86.76
10/26/2023	35350	EMATH INSTRUCTION INC	3,050.00
10/26/2023	35351	PERSONAL BEST ATHLETICS	763.19
10/26/2023	35352	PITNEY BOWES BANK INC PURCHASE POWER	1,005.00
10/26/2023	35353	JENNIFER S POTRZEBA	111.61
10/26/2023	35354	R. G. TIMBS, INC.	310.00
10/26/2023	35357	RIDDELL/ALL AMER. SPORTS CORP	37.45
10/26/2023	35358	SAANYS	1,736.30
10/26/2023	35359	SCHOOL SPECIALTY LLC	349.37
10/26/2023	35360	THERAPY SHOPPE, INC.	129.15
Outstanding Check Total:			27,060.28

Debra A Whaley 11/14/23
Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 10/31/2023

Account	Description	Debits	Credits	Balance
A 200	CASH - CHECKING	20,249,315.29	17,412,966.61	2,836,348.68
A 2002NYG	NY CLASS GENERAL	9,420,744.54	0.00	9,420,744.54
A 210	PETTY CASH	667.67	0.00	667.67
A 380	ACCOUNTS RECEIVABLE	55,311.57	48,408.51	6,903.06
A 391DEBT	DUE FROM DEBT SERVICE	263.25	0.00	263.25
A 391FED	DUE FROM FEDERAL FUND	751,160.50	249,885.25	501,275.25
A 391SL	DUE FROM SCHOOL LUNCH FUND	9,801.30	9,747.00	54.30
A 391TA	DUE FROM TRUST & AGENCY	674,921.47	7,032.83	667,888.64
A 510	ESTIMATED REVENUES	22,916,719.00	0.00	22,916,719.00
A 521	ENCUMBRANCES	12,358,905.16	2,277,630.72	10,081,274.44
A 522	EXPENDITURES	4,269,267.94	100,333.23	4,168,934.71
A 599	APPROPRIATED FUND BALANCE	1,170,221.52	0.00	1,170,221.52
A 600	ACCOUNTS PAYABLE	130,529.60	130,702.75	173.15 CR
A 630CAP	DUE TO CAPITAL FUND	8,434,640.31	8,915,228.22	480,587.91 CR
A 632	DUE TO TEACHER RETIREMENT	487,055.20	755,338.15	268,282.95 CR
A 637	DUE TO EMPLOYEES' RETIREMENT SYSTEM	0.00	74,483.50	74,483.50 CR
A 814	WORKERS COMP. RESERVE	0.00	207,267.00	207,267.00 CR
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	98,700.00	98,700.00 CR
A 821	RESERVE FOR ENCUMBRANCES	2,277,630.72	12,358,905.16	10,081,274.44 CR
A 827	RETIREMENT CONTRIBUTION RESERVE	0.00	658,638.00	658,638.00 CR
A 828	TRS RETIREMENT RESERVE	0.00	494,200.00	494,200.00 CR
A 862	LIABILITY RESERVE	0.00	45,000.00	45,000.00 CR
A 867	EMPLOYEE LIABILITY RESERVE	0.00	343,234.70	343,234.70 CR
A 878	CAPITAL RESERVE	0.00	1,800,000.00	1,800,000.00 CR
A 878.2	CAPITAL RESERVE - New 2022	0.00	1,000,000.00	1,000,000.00 CR
A 882	RESERVE FOR REPAIRS	0.00	499,299.00	499,299.00 CR
A 914	ASSIGNED APPROPRIATED FUND BAL	0.00	825,000.00	825,000.00 CR
A 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	15,771.52	15,771.52 CR
A 917	UNASSIGNED FUND BALANCE	15,771.52	2,721,531.08	2,705,759.56 CR
A 960	APPROPRIATIONS	0.00	24,086,940.52	24,086,940.52 CR
A 980	REVENUES	5,523.62	8,092,206.43	8,086,682.81 CR
A Fund Totals:		83,228,450.18	83,228,450.18	0.00
Grand Totals:		83,228,450.18	83,228,450.18	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	7,673,829.16	0.00	7,673,829.16	5,968,555.70	1,705,273.46
A 1081	PAYMENT IN LIEU OF TAXES (PILOT)	2,700.00	0.00	2,700.00	2,868.00	-168.00
A 1090	INTEREST ON PROPERTY TAXES	23,000.00	0.00	23,000.00	4,887.94	18,112.06
A 1120	NON-PROPERTY TAX DISTRIBUTION BY COUNTIES	1,400.00	0.00	1,400.00	0.00	1,400.00
A 1310	DAY SCHOOL TUITION FOR INDIVIDUAL	35,000.00	0.00	35,000.00	10,823.53	24,176.47
A 1335	OTHER STUDENT FEES & CHARGES	1,000.00	0.00	1,000.00	546.93	453.07
A 1336	AFTER SCHOOL FEES	0.00	0.00	0.00	6,036.00	-6,036.00
A 1410.DW	ADMISSIONS-DAN WICKHAM	6,000.00	0.00	6,000.00	300.00	5,700.00
A 2401	INTEREST AND EARNINGS	130,000.00	0.00	130,000.00	113,815.97	16,184.03
A 2401.1	INTEREST EARNED*TA & PAYROLL ACCT	0.00	0.00	0.00	3.87	-3.87
A 2650	SALE OF SCRAP & EXCESS MATERIALS	0.00	0.00	0.00	128.40	-128.40
A 2701	REFUND OF BOCES AIDED SERVICES	180,000.00	0.00	180,000.00	0.00	180,000.00
A 2705	GIFTS AND DONATIONS	0.00	0.00	0.00	2,849.40	-2,849.40
A 2770	OTHER UNCLASSIFIED REVENUES	22,000.00	0.00	22,000.00	1,359.10	20,640.90
A 3101	BASIC FORMULA AID	12,950,787.60	0.00	12,950,787.60	487,055.20	12,463,732.40
A 3101.1	EXCESS COST AID	169,000.00	0.00	169,000.00	0.00	169,000.00
A 3102	LOTTERY AID	0.00	0.00	0.00	924,373.60	-924,373.60
A 3102.B	VLT LOTTERY GRANT(VIDEO LOT TERMINAL)	0.00	0.00	0.00	108,059.17	-108,059.17
A 3102.CAN.NA.BIS	CANNABIS REVENUE AID	0.00	0.00	0.00	1,985.47	-1,985.47
A 3102.MOS.PT	MOBILE SPORTS WAGERING REVENUE AID	0.00	0.00	0.00	433,830.63	-433,830.63
A 3103	BOCES AID	1,612,098.24	0.00	1,612,098.24	0.00	1,612,098.24
A 3260	TEXTBOOK AID	58,120.00	0.00	58,120.00	11,925.00	46,195.00
A 3262.B	COMPUTER HARDWARE AID	16,784.00	0.00	16,784.00	0.00	16,784.00
A 4601	MEDICAID	35,000.00	0.00	35,000.00	7,278.90	27,721.10
A Totals:		22,916,719.00	0.00	22,916,719.00	8,086,682.81	14,830,036.19
Grand Totals:		22,916,719.00	0.00	22,916,719.00	8,086,682.81	14,830,036.19

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400	BOE CONTRACTUAL	3,900.00	0.00	3,900.00	43.95	300.00	3,556.05
A 1010.450	BOE GENERAL SUPPLIES	500.00	0.00	500.00	65.99	65.00	369.01
A 1010.490	BOE BOCES SERVICES	3,514.00	0.00	3,514.00	470.80	1,883.20	1,160.00
1010	BOARD OF EDUCATION *	7,914.00	0.00	7,914.00	580.74	2,248.20	5,085.06
A 1040.160	CLASSIFIED SALARIES-DISTRICT CLERK	4,055.00	0.00	4,055.00	1,423.44	0.00	2,631.56
1040	DISTRICT CLERK *	4,055.00	0.00	4,055.00	1,423.44	0.00	2,631.56
A 1060.400	DISTRICT MEETING CONTRACTUAL	2,200.00	0.00	2,200.00	0.00	1,400.00	800.00
1060	DISTRICT MEETING *	2,200.00	0.00	2,200.00	0.00	1,400.00	800.00
10	**	14,169.00	0.00	14,169.00	2,004.18	3,648.20	8,516.62
A 1240.150	CERTIFIED SALARIES	185,000.00	0.00	185,000.00	64,038.42	0.00	120,961.58
A 1240.160	CLASSIFIED SALARIES	47,097.00	0.00	47,097.00	15,462.00	0.00	31,635.00
A 1240.400	MISCELLANEOUS CONTRACTUAL	3,800.00	0.00	3,800.00	3,069.00	208.00	523.00
A 1240.450	GENERAL SUPPLIES	2,000.00	0.00	2,000.00	0.00	14.00	1,986.00
1240	CHIEF SCHOOL ADMINISTRATOR *	237,897.00	0.00	237,897.00	82,569.42	222.00	155,105.58
12	**	237,897.00	0.00	237,897.00	82,569.42	222.00	155,105.58
A 1310.160	CLASSIFIED SALARIES	131,589.00	0.00	131,589.00	43,717.93	0.00	87,871.07
A 1310.400	MISCELLANEOUS CONTRACTUAL	6,000.00	0.00	6,000.00	1,164.80	2,540.48	2,294.72
A 1310.450	GENERAL SUPPLIES	2,000.00	0.00	2,000.00	587.65	1,225.10	187.25
A 1310.490	BOCES SERVICES-FINANCIAL	276,947.25	0.00	276,947.25	51,670.30	206,151.51	19,125.44
1310	BUSINESS ADMINISTRATION *	416,536.25	0.00	416,536.25	97,140.68	209,917.09	109,478.48
A 1320.400	MISCELLANEOUS CONTRACTUAL	27,000.00	0.00	27,000.00	0.00	27,000.00	0.00
1320	AUDITING *	27,000.00	0.00	27,000.00	0.00	27,000.00	0.00
A 1325.160	CLASSIFIED SALARIES	54,008.00	0.00	54,008.00	17,822.16	0.00	36,185.84
A 1325.450	GENERAL SUPPLIES	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
1325	TREASURER *	57,008.00	0.00	57,008.00	17,822.16	0.00	39,185.84
A 1330.160	CLASSIFIED SALARIES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
A 1330.400	MISCELLANEOUS CONTRACTUAL	3,300.00	0.00	3,300.00	1,832.61	2,517.39	-1,050.00
A 1330.450	GENERAL SUPPLIES	500.00	0.00	500.00	300.00	0.00	200.00
1330	TAX COLLECTOR *	7,800.00	0.00	7,800.00	2,132.61	2,517.39	3,150.00
A 1345.490	BOCES - DCMO	6,319.00	0.00	6,319.00	1,263.72	5,584.46	-529.18
1345	PURCHASING *	6,319.00	0.00	6,319.00	1,263.72	5,584.46	-529.18
A 1380.400	MISCELLANEOUS CONTRACTUAL	5,000.00	0.00	5,000.00	462.50	2,537.50	2,000.00
1380	FISCAL AGENT FEE *	5,000.00	0.00	5,000.00	462.50	2,537.50	2,000.00

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
13		519,663.25	0.00	519,663.25	118,821.67	247,556.44	153,285.14
A 1420.400	MISCELLANEOUS CONTRACTUAL	30,000.00	0.00	30,000.00	2,280.00	27,720.00	0.00
1420	LEGAL	30,000.00	0.00	30,000.00	2,280.00	27,720.00	0.00
A 1430.400	MISCELLANEOUS CONTRACTUAL	10,000.00	3,000.00	13,000.00	1,762.70	8,590.00	2,647.30
A 1430.490	BOCES SERVICES - DCMO	50,231.00	0.00	50,231.00	11,038.26	64,401.94	-25,209.20
1430	PERSONNEL	60,231.00	3,000.00	63,231.00	12,800.96	72,991.94	-22,561.90
A 1460.490	BOCES SERVICES-RECORD RETENTION	30,000.00	0.00	30,000.00	2,526.80	10,107.20	17,366.00
1460	RECORDS MANAGEMENT OFFICER	30,000.00	0.00	30,000.00	2,526.80	10,107.20	17,366.00
A 1480.490	BOCES SERVICES	40,481.00	0.00	40,481.00	8,120.09	32,575.91	-215.00
1480	PUBLIC INFORMATION & SERVICES	40,481.00	0.00	40,481.00	8,120.09	32,575.91	-215.00
14		160,712.00	3,000.00	163,712.00	25,727.85	143,395.05	-5,410.90
A 1620.160	CLASSIFIED SALARIES	309,626.00	0.00	309,626.00	89,339.62	0.00	220,286.38
A 1620.162	CLASSIFIED SALARIES: OVERTIME	28,000.00	0.00	28,000.00	5,227.08	0.00	22,772.92
A 1620.163	CLASSIFIED SALARIES: SUBSTITUTES	36,000.00	0.00	36,000.00	19,177.10	0.00	16,822.90
A 1620.200	EQUIPMENT	95,000.00	0.00	95,000.00	0.00	71,516.31	23,483.69
A 1620.400	MISCELLANEOUS CONTRACTUAL	148,300.00	11,650.00	159,950.00	32,795.31	127,752.48	-597.79
A 1620.401	HEALTH AND SAFETY	2,000.00	2,524.64	4,524.64	2,524.64	0.00	2,000.00
A 1620.450	GENERAL SUPPLIES	144,963.00	964.58	145,927.58	15,020.96	74,950.19	55,956.43
A 1620.463	REFUSE REMOVAL	13,000.00	0.00	13,000.00	3,795.92	9,266.52	-62.44
A 1620.473-2	WATER-UNADILLA	3,000.00	0.00	3,000.00	348.08	2,651.92	0.00
A 1620.477-2	ELECTRIC-UNADILLA	45,000.00	0.00	45,000.00	7,639.81	37,360.19	0.00
A 1620.477-3	ELECTRIC-HIGH SCHOOL	80,000.00	0.00	80,000.00	20,215.83	59,784.17	0.00
A 1620.554-3	HEATING FUEL-HIGH SCHOOL	135,200.00	0.00	135,200.00	0.00	135,200.00	0.00
A 1620.555-2	BOTTLED GAS-UNADILLA	63,000.00	0.00	63,000.00	384.12	62,231.76	384.12
A 1620.555-3	BOTTLED GAS-HIGH SCHOOL	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00
A 1620.571	GAS AND FUEL	2,000.00	0.00	2,000.00	1,566.00	434.00	0.00
1620	OPERATION OF PLANT	1,109,089.00	15,139.22	1,124,228.22	198,034.47	585,147.54	341,046.21
A 1621.160	CLASSIFIED SALARIES	296,505.00	0.00	296,505.00	88,015.20	0.00	208,489.80
A 1621.162	CLASSIFIED SALARIES: OVERTIME	5,000.00	0.00	5,000.00	1,049.77	0.00	3,950.23
A 1621.400	MISCELLANEOUS CONTRACTUAL	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00
A 1621.450	GENERAL SUPPLIES	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
1621	MAINTENANCE OF PLANT	313,505.00	0.00	313,505.00	89,064.97	0.00	224,440.03
A 1670.400	CONTRACTUAL	13,000.00	0.00	13,000.00	5,174.35	7,820.65	5.00

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Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1670.450	MATERIALS & SUPPLIES	30,000.00	0.00	30,000.00	4,200.36	16,299.64	9,500.00
A 1670.490	BOCES	200,000.00	0.00	200,000.00	20,200.00	80,800.00	99,000.00
1670	CENTRAL PRINTING & MAILING *	243,000.00	0.00	243,000.00	29,574.71	104,920.29	108,505.00
A 1680.490	BOCES SERVICES - BROOME-TIOGA	660,295.73	0.00	660,295.73	134,749.68	536,270.46	-10,724.41
1680	CENTRAL DATA PROCESSING *	660,295.73	0.00	660,295.73	134,749.68	536,270.46	-10,724.41
16	**	2,325,889.73	15,139.22	2,341,028.95	451,423.83	1,226,338.29	663,266.83
A 1910.454	LIABILITY AND BOND INSURANCE	78,000.00	0.00	78,000.00	60,223.00	11,500.00	6,277.00
A 1910.455	STUDENT ACCIDENT	8,000.00	0.00	8,000.00	6,831.68	0.00	1,168.32
1910	UNALLOCATED INSURANCE *	86,000.00	0.00	86,000.00	67,054.68	11,500.00	7,445.32
A 1920.400	SCHOOL ASSOCIATION DUES	9,500.00	0.00	9,500.00	850.00	7,500.00	1,150.00
1920	SCHOOL ASSOCIATION DUES *	9,500.00	0.00	9,500.00	850.00	7,500.00	1,150.00
A 1981.490	BOCES SERVICES - DCMO	193,474.00	0.00	193,474.00	38,694.72	154,778.89	0.39
1981	BOCES ADMINISTRATIVE COSTS *	193,474.00	0.00	193,474.00	38,694.72	154,778.89	0.39
A 1983.490	BOCES CAPITAL EXPENSES	312,225.00	0.00	312,225.00	62,444.92	249,779.70	0.38
1983	BOCES CAPITAL EXPENSES *	312,225.00	0.00	312,225.00	62,444.92	249,779.70	0.38
19	**	601,199.00	0.00	601,199.00	169,044.32	423,558.59	8,596.09
1	***	3,859,529.98	18,139.22	3,877,669.20	849,591.27	2,044,718.57	983,359.36
A 2020.150	CERTIFIED SALARIES	365,549.00	0.00	365,549.00	124,211.43	0.00	241,337.57
A 2020.160	CLASSIFIED SALARIES	145,285.00	0.00	145,285.00	47,280.92	0.00	98,004.08
A 2020.160-SC	CLASSIFIED SALARIES: SUB-REG	7,300.00	0.00	7,300.00	1,285.10	0.00	6,014.90
A 2020.163	CLASSIFIED SALARIES-SUB CLERICAL	2,000.00	0.00	2,000.00	49.70	0.00	1,950.30
A 2020.400	MISC CONTRACTUAL	1,000.00	1,120.46	2,120.46	1,120.46	1,120.46	-120.46
A 2020.400-2	MISC CONTRACTUAL-UNADILLA	1,400.00	0.00	1,400.00	600.00	0.00	800.00
A 2020.400-3	MISC CONTRACTUAL-HIGH SCHOOL	2,800.00	0.00	2,800.00	600.00	0.00	2,200.00
A 2020.400-4	MISC CONTRACTUAL - JUNIOR HIGH	1,300.00	0.00	1,300.00	536.30	0.00	763.70
A 2020.450-2	GENERAL SUPPLIES-UNADILLA	2,500.00	0.00	2,500.00	552.37	100.00	1,847.63
A 2020.450-3	GENERAL SUPPLIES-HIGH SCHOOL	3,000.00	0.00	3,000.00	994.52	347.43	1,658.05
A 2020.450-4	GENERAL SUPPLIES-JR HIGH	2,000.00	0.00	2,000.00	216.90	140.14	1,642.96
A 2020.490	BOCES SERVICES - DCMO	8,370.00	0.00	8,370.00	1,652.89	6,767.11	-50.00
2020	SUPERVISION-REGULAR SCHOOL *	542,504.00	1,120.46	543,624.46	179,100.59	8,475.14	356,048.73
A 2060.490	RESEARCH, PLANNING, EVALUATION	1,982.82	0.00	1,982.82	396.56	1,586.26	0.00
2060	RESEARCH, PLANNING & EVALUAT *	1,982.82	0.00	1,982.82	396.56	1,586.26	0.00
A 2070.400	MISCELLANEOUS CONTRACTUAL	25,000.00	0.00	25,000.00	3,721.42	3,000.00	18,278.58

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Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2070.400-2	CONFERENCES-UNADILLA	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2070.400-3	CONFERENCES-SR HIGH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2070.400-4	CONFERENCES - JUNIOR HIGH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2070.490	BOCES SERVICES - DCMO INSERVICE TRAINING	21,627.00	0.00	21,627.00	3,420.92	13,254.44	4,951.64
2070	INSERVICE TRAINING-INSTRUCTION *	49,627.00	0.00	49,627.00	7,142.34	16,254.44	26,230.22
20	**	594,113.82	1,120.46	595,234.28	186,639.49	26,315.84	382,278.95
A 2110.120	CERTIFIED SALARIES: K-6	1,838,426.00	0.00	1,838,426.00	270,476.70	0.00	1,567,949.30
A 2110.121	CERTIFIED SALARIES: LTA'S - K-6	177,535.00	0.00	177,535.00	1,649.04	0.00	175,885.96
A 2110.130	CERTIFIED SALARIES: 7-12	2,196,906.00	-6,500.00	2,190,406.00	325,039.42	0.00	1,865,366.58
A 2110.132	CERTIFIED SALARIES: AIS/AE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2110.132-CS	CERTIFIED SALARIES: COMMUNITY SCHOOLS/AFTERSCHOOL	28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
A 2110.140	SUBSTITUTES-TEACHERS	160,000.00	0.00	160,000.00	13,008.75	0.00	146,991.25
A 2110.161	CLASSIFIED SALARIES: AIDES	122,737.00	0.00	122,737.00	24,264.73	0.00	98,472.27
A 2110.163	SUBSTITUTES-AIDES	40,000.00	0.00	40,000.00	5,299.29	0.00	34,700.71
A 2110.200-CS	EQUIPMENT - COMMUNITY SCHOOLS	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
A 2110.400	CONTRACTUAL EXPENSE	70,989.00	0.00	70,989.00	94,495.01	0.00	-23,506.01
A 2110.400-2	CONTRACTUAL EXPENSE-UNADILLA	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2110.400-3	CONTRACTUAL EXPENSE-HIGH SCHOOL	8,000.00	0.00	8,000.00	924.71	5,251.24	1,824.05
A 2110.400-4	CONTRACTUAL EXPENSE-JUNIOR HIGH	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 2110.450-2	MATERIALS/SUPPLIES-UNADILLA	16,000.00	4,500.00	20,500.00	15,540.26	3,733.72	1,226.02
A 2110.450-3	MATERIALS/SUPPLIES-HIGH SCHOOL	20,000.00	5,644.00	25,644.00	17,612.52	6,838.61	1,192.87
A 2110.450-4	MATERIALS/SUPPLIES/JR HIGH	12,000.00	0.00	12,000.00	7,716.58	4,171.89	111.53
A 2110.450-CS	COMMUNITY SCHOOLS/SUPPLIES	22,000.00	-5,000.00	17,000.00	8,190.25	1,534.17	7,275.58
A 2110.471	TUITION PAYMENTS PUBLIC	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
A 2110.472	TUITION PAYMENTS PRIVATE	3,000.00	1,824.00	4,824.00	0.00	3,824.00	1,000.00
A 2110.480-0	HDCVR-TXTBKS PBKS	44,503.00	0.00	44,503.00	23,656.22	1,971.31	18,875.47
A 2110.490	BOCES - DCMO	219,866.00	0.00	219,866.00	35,498.11	116,799.69	67,568.20
2110	TEACHING-REGULAR SCHOOL *	5,050,962.00	468.00	5,051,430.00	843,371.59	144,124.63	4,063,933.78
21	**	5,050,962.00	468.00	5,051,430.00	843,371.59	144,124.63	4,063,933.78
A 2250.150	CERTIFIED SALARIES	777,956.00	0.00	777,956.00	177,517.87	0.00	600,438.13
A 2250.151	CERTIFIED SALARIES - LTA's	0.00	0.00	0.00	5,577.37	0.00	-5,577.37
A 2250.160	CLASSIFIED SALARIES	527,264.00	0.00	527,264.00	96,150.95	0.00	431,113.05

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2250.163	CLASSIFIED SALARIES: SPEC ED SUBS/AIDES	0.00	0.00	0.00	186.59	0.00	-186.59
A 2250.400	CONTRACTUAL EXPENSES	100,000.00	-5,000.00	95,000.00	16,408.68	25,341.27	53,250.05
A 2250.450	GENERAL SUPPLIES	5,000.00	74.22	5,074.22	1,806.63	2,680.59	587.00
A 2250.471	TUITION PAYMENTS	165,121.00	0.00	165,121.00	0.00	165,000.00	121.00
A 2250.472	TUITION PAYMENTS	173,122.00	0.00	173,122.00	9,205.83	61,894.17	102,022.00
A 2250.490	BOCES - DCMO	1,944,548.20	0.00	1,944,548.20	365,446.82	1,479,853.62	99,247.76
2250	PROGRAMS-STUDENTS W/ DISABIL *	3,693,011.20	-4,925.78	3,688,085.42	672,300.74	1,734,769.65	1,281,015.03
A 2280.490	BOCES SERVICES - DCMO	600,684.00	0.00	600,684.00	122,454.87	489,819.49	-11,590.36
2280	OCCUPATIONAL EDUCATION *	600,684.00	0.00	600,684.00	122,454.87	489,819.49	-11,590.36
22	**	4,293,695.20	-4,925.78	4,288,769.42	794,755.61	2,224,589.14	1,269,424.67
A 2330.490	BOCES SERVICES	9,600.00	0.00	9,600.00	1,751.00	7,004.00	845.00
2330	TEACHING-SPECIAL SCHOOLS *	9,600.00	0.00	9,600.00	1,751.00	7,004.00	845.00
23	**	9,600.00	0.00	9,600.00	1,751.00	7,004.00	845.00
A 2610.150	CERTIFIED SALARIES	45,000.00	0.00	45,000.00	7,362.48	0.00	37,637.52
A 2610.151	CERTIFIED SALARIES LTA'S	24,020.00	0.00	24,020.00	0.00	0.00	24,020.00
A 2610.450-1	MATERIALS & SUPPLIES-ELEMENTARY	5,000.00	0.00	5,000.00	150.73	112.66	4,736.61
A 2610.450-2	MATERIALS & SUPPLIES-SECONDARY	5,000.00	70.01	5,070.01	43.19	250.00	4,776.82
A 2610.450-3	MATERIALS & SUPPLIES-HIGH SCHOOL	0.00	0.00	0.00	30.95	0.00	-30.95
A 2610.460-1	LIBRARY AV LOAN-ELEMENTARY	2,841.00	0.00	2,841.00	0.00	0.00	2,841.00
A 2610.460-2	LIBRARY AV LOAN-SECONDARY	2,841.00	0.00	2,841.00	0.00	2,717.40	123.60
A 2610.490	BOCES SERVICES - DCMO	69,145.00	0.00	69,145.00	13,829.00	55,316.00	0.00
2610	SCHOOL LIBRARY & AUDIOVISUAL *	153,847.00	70.01	153,917.01	21,416.35	58,396.06	74,104.60
A 2630.151	CERTIFIED SALARIES - LTA's	30,822.00	0.00	30,822.00	4,438.36	0.00	26,383.64
A 2630.220	STATE AIDED HARDWARE	16,784.00	-10,000.00	6,784.00	0.00	1,270.20	5,513.80
A 2630.400	MISCELLANEOUS CONTRACTUAL	1,000.00	0.00	1,000.00	0.00	38,286.57	-37,286.57
A 2630.450	COMPUTER MATERIALS & SUPPLIES	5,000.00	3,023.80	8,023.80	3,423.94	4,000.00	599.86
A 2630.460	STATE AIDED SOFTWARE	13,617.00	10,000.00	23,617.00	22,275.00	355.00	987.00
A 2630.490	BOCES-COMPUTER ASSISTED INSTRUCTION	177,413.00	0.00	177,413.00	36,241.87	147,634.13	-6,463.00
2630	COMPUTER ASSISTED INSTRUCTION *	244,636.00	3,023.80	247,659.80	66,379.17	191,545.90	-10,265.27
26	**	398,483.00	3,093.81	401,576.81	87,795.52	249,941.96	63,839.33
A 2810.150	CERTIFIED SALARIES	266,335.00	0.00	266,335.00	55,768.32	0.00	210,566.68
A 2810.160	CLASSIFIED SALARES	39,946.00	0.00	39,946.00	14,962.91	0.00	24,983.09

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2810.450-2	MATERIALS & SUPPLIES-UNADILLA	200.00	0.00	200.00	81.03	0.00	118.97
A 2810.450-3	MATERIALS & SUPPLIES-HIGH SCHOOL	700.00	0.00	700.00	702.83	5.70	-8.53
2810	GUIDANCE-REGULAR SCHOOL *	307,181.00	0.00	307,181.00	71,515.09	5.70	235,660.21
A 2815.160	CLASSIFIED SALARIES	119,111.00	0.00	119,111.00	21,054.76	0.00	98,056.24
A 2815.163	CLASSIFIED SALARIES: SUBSTITUTES	3,000.00	-500.00	2,500.00	4,095.00	0.00	-1,595.00
A 2815.400	MISC CONTRACTUAL	1,400.00	0.00	1,400.00	340.00	0.00	1,060.00
A 2815.450-2	MATERIALS & SUPPLIES-UNADILLA	1,300.00	500.00	1,800.00	1,015.56	778.39	6.05
A 2815.450-3	MATERIALS & SUPPLIES-HIGH SCHOOL	700.00	0.00	700.00	296.89	141.93	261.18
2815	HEALTH SERVICES-REGULAR SCHOOL *	125,511.00	0.00	125,511.00	26,802.21	920.32	97,788.47
A 2820.150	CERTIFIED SALARIES	88,112.00	0.00	88,112.00	17,664.36	0.00	70,447.64
A 2820.450	GENERAL SUPPLIES	5,300.00	0.00	5,300.00	464.46	560.36	4,275.18
2820	PSYCHOLOGICAL SRVC-REG SCHOOL *	93,412.00	0.00	93,412.00	18,128.82	560.36	74,722.82
A 2825.150	CERTIFIED SALARIES-SOCIAL WORKER	61,126.00	0.00	61,126.00	0.00	0.00	61,126.00
2825	SOCIAL WORK SRVC-REG SCHOOL *	61,126.00	0.00	61,126.00	0.00	0.00	61,126.00
A 2850.150	CERTIFIED SALARIES	63,425.00	0.00	63,425.00	299.89	0.00	63,125.11
A 2850.160	CLASSIFIED SALARIES	6,200.00	0.00	6,200.00	0.00	0.00	6,200.00
A 2850.400	MISCELLANEOUS CONTRACTUAL	500.00	0.00	500.00	480.00	0.00	20.00
A 2850.450	GENERAL SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
2850	CO-CURRICULAR ACTIV-REG SCHL *	70,625.00	0.00	70,625.00	779.89	0.00	69,845.11
A 2855.150	CERTIFIED SALARIES	175,000.00	0.00	175,000.00	29,265.40	0.00	145,734.60
A 2855.160	CLASSIFIED SALARIES	25,000.00	0.00	25,000.00	7,888.48	0.00	17,111.52
A 2855.200	EQUIPMENT	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2855.400	MISCELLANEOUS CONTRACTUAL	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2855.425	RECONDITIONING UNIFORMS	5,800.00	0.00	5,800.00	0.00	0.00	5,800.00
A 2855.447	ORGANIZATIONAL MEMBERSHIPS	3,200.00	0.00	3,200.00	3,034.00	0.00	166.00
A 2855.448	PHYSICALS	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00
A 2855.449	OFFICIALS	34,000.00	0.00	34,000.00	1,408.51	32,591.49	0.00
A 2855.450	GENERAL SUPPLIES	20,000.00	1,200.00	21,200.00	6,115.92	9,092.52	5,991.56
A 2855.476	TRAVEL/CONFERENCE	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
A 2855.479	PARTICIPATION FEES	5,500.00	0.00	5,500.00	275.00	2,305.00	2,920.00
A 2855.490	BOCES	4,875.00	0.00	4,875.00	975.00	3,900.00	0.00
2855	INTERSCHOL ATHLETICS-REG SCHL *	294,875.00	1,200.00	296,075.00	48,962.31	47,889.01	199,223.68
28	**	952,730.00	1,200.00	953,930.00	166,188.32	49,375.39	738,366.29

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2		11,299,584.02	956.49	11,300,540.51	2,080,501.53	2,701,350.96	6,518,688.02
A 5510.160	NONINSTRUCTIONAL SALARIES	228,752.00	0.00	228,752.00	84,730.01	0.00	144,021.99
A 5510.161	WAGES	380,000.00	0.00	380,000.00	60,745.24	0.00	319,254.76
A 5510.162	OVERTIME	32,000.00	0.00	32,000.00	4,851.23	0.00	27,148.77
A 5510.163	SUBSTITUTES	8,000.00	0.00	8,000.00	850.00	0.00	7,150.00
A 5510.166	ATHLETIC TRIPS	23,000.00	0.00	23,000.00	4,532.25	0.00	18,467.75
A 5510.167	FIELD TRIPS	9,000.00	0.00	9,000.00	494.14	0.00	8,505.86
A 5510.168-CS	AFTER SCHOOL LATE RUN	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
A 5510.200	EQUIPMENT	25,000.00	2,709.81	27,709.81	52.51	7,893.53	19,763.77
A 5510.210	BUS	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
A 5510.400	MISCELLANEOUS CONTRACTUAL	53,600.00	1,466.00	55,066.00	9,083.28	37,068.74	8,913.98
A 5510.410	CONTRACTUAL/LEASED BUS EXPENSE	445,000.00	0.00	445,000.00	159,473.90	285,526.10	0.00
A 5510.448	PHYSICALS	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
A 5510.450	GENERAL SUPPLIES	20,400.00	0.00	20,400.00	2,047.84	15,445.47	2,906.69
A 5510.454	INSURANCE	19,000.00	0.00	19,000.00	20,946.00	819.00	-2,765.00
A 5510.490	BOCES SERVICES - DCMO	2,534.00	0.00	2,534.00	967.80	4,519.20	-2,953.00
A 5510.540	CLEANING SUPPLIES	2,800.00	0.00	2,800.00	0.00	0.00	2,800.00
A 5510.560	UNIFORMS	1,560.00	0.00	1,560.00	0.00	0.00	1,560.00
A 5510.570	PARTS	33,500.00	0.00	33,500.00	2,915.63	26,084.37	4,500.00
A 5510.571	GAS AND FUEL	226,700.00	0.00	226,700.00	19,494.31	205,505.69	1,700.00
A 5510.572	OIL AND LUBRICANTS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5510.573	TIRES	12,000.00	0.00	12,000.00	74.52	425.48	11,500.00
5510	DISTRICT TRANSPORT-MEDICAID	1,576,846.00	4,175.81	1,581,021.81	371,258.66	583,287.58	626,475.57
A 5530.400	MISCELLANEOUS CONTRACTUAL	23,000.00	0.00	23,000.00	0.00	39,100.00	-16,100.00
A 5530.454	HEATING FUEL	20,500.00	0.00	20,500.00	0.00	20,500.00	0.00
A 5530.463	REFUSE REMOVAL	2,500.00	0.00	2,500.00	733.20	1,466.80	300.00
A 5530.473	WATER/GARAGE	500.00	0.00	500.00	0.00	500.00	0.00
A 5530.477	ELECTRICITY	6,000.00	0.00	6,000.00	1,136.69	4,863.31	0.00
A 5530.478	TELEPHONE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
5530	GARAGE BUILDING	53,500.00	0.00	53,500.00	1,869.89	66,430.11	-14,800.00
55		1,630,346.00	4,175.81	1,634,521.81	373,128.55	649,717.69	611,675.57
5		1,630,346.00	4,175.81	1,634,521.81	373,128.55	649,717.69	611,675.57
A 7140.161	NONINSTR SALARIES/AFTERSCHOOL PROG	62,000.00	0.00	62,000.00	16,764.14	0.00	45,235.86

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 7140.400	CONTRACTUAL/AFTERSCHOOL PROG	8,000.00	0.00	8,000.00	9,000.00	0.00	-1,000.00
A 7140.450	GENERAL SUPPLIES/AFTERSCHOOL PROG	1,500.00	0.00	1,500.00	754.87	723.77	21.36
7140	RECREATION *	71,500.00	0.00	71,500.00	26,519.01	723.77	44,257.22
71	**	71,500.00	0.00	71,500.00	26,519.01	723.77	44,257.22
7	***	71,500.00	0.00	71,500.00	26,519.01	723.77	44,257.22
A 9010.800	STATE RETIREMENT	280,000.00	0.00	280,000.00	0.00	0.00	280,000.00
9010	STATE RETIREMENT *	280,000.00	0.00	280,000.00	0.00	0.00	280,000.00
A 9020.800	TEACHERS' RETIREMENT	666,000.00	0.00	666,000.00	0.00	0.00	666,000.00
9020	TEACHERS' RETIREMENT *	666,000.00	0.00	666,000.00	0.00	0.00	666,000.00
A 9030.800	SOCIAL SECURITY	718,000.00	0.00	718,000.00	154,775.48	0.00	563,224.52
9030	SOCIAL SECURITY *	718,000.00	0.00	718,000.00	154,775.48	0.00	563,224.52
A 9040.800	WORKERS' COMPENSATION	83,459.00	0.00	83,459.00	83,400.00	0.00	59.00
9040	WORKERS' COMPENSATION *	83,459.00	0.00	83,459.00	83,400.00	0.00	59.00
A 9045.800	LIFE INSURANCE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
9045	LIFE INSURANCE *	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 9050.80	UNEMPLOYMENT INSURANCE	13,000.00	0.00	13,000.00	7,028.41	5,971.59	0.00
9050	UNEMPLOYMENT INSURANCE *	13,000.00	0.00	13,000.00	7,028.41	5,971.59	0.00
A 9060.158-01	HEALTH INS/STIPEND	65,000.00	0.00	65,000.00	2,541.66	0.00	62,458.34
A 9060.801	HEALTH INSURANCE	3,800,000.00	-4,500.00	3,795,500.00	423,133.96	3,326,866.04	45,500.00
A 9060.801-BR-A	HEALTH INSURANCE HRA/FSA	40,000.00	-3,000.00	37,000.00	11,214.46	4,163.45	21,622.09
A 9060.801-HB	HEALTH INSURANCE BUYOUT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 9060.803	DENTAL INSURANCE	80,000.00	0.00	80,000.00	51,936.63	28,062.37	1.00
9060	HOSPITAL, MEDICAL & DENTAL INS *	3,990,000.00	-7,500.00	3,982,500.00	488,826.71	3,359,091.86	134,581.43
A 9089.800	UNDISTRIBUTED EXPENDITURES	3,000.00	0.00	3,000.00	2,695.00	0.00	305.00
9089	OTHER *	3,000.00	0.00	3,000.00	2,695.00	0.00	305.00
90	**	5,754,959.00	-7,500.00	5,747,459.00	736,725.60	3,365,063.45	1,645,669.95
A 9711.600	SERIAL BONDS/SCHOOL CONST/PRINCIPAL	1,200,000.00	0.00	1,200,000.00	0.00	1,200,000.00	0.00
A 9711.700	SERIAL BONDS/SCHOOL CONST/INTEREST	119,700.00	0.00	119,700.00	0.00	119,700.00	0.00
9711	SERIAL BOND *	1,319,700.00	0.00	1,319,700.00	0.00	1,319,700.00	0.00
A 9731.600	BAN-PRINCIPAL-CAPITAL PROJECT	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
A 9731.700	BAN-INTEREST-CAPITAL	35,550.00	0.00	35,550.00	2,468.75	0.00	33,081.25
9731	*	135,550.00	0.00	135,550.00	102,468.75	0.00	33,081.25
97	**	1,455,250.00	0.00	1,455,250.00	102,468.75	1,319,700.00	33,081.25

UNATEGO CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9	***	7,210,209.00	-7,500.00	7,202,709.00	839,194.35	4,684,763.45	1,678,751.20
	Fund ATotals:	24,071,169.00	15,771.52	24,086,940.52	4,168,934.71	10,081,274.44	9,836,731.37
	Grand Totals:	24,071,169.00	15,771.52	24,086,940.52	4,168,934.71	10,081,274.44	9,836,731.37

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

School Lunch Fund Checking

BALANCE ON HAND: October 1, 2023 \$ 138,680.11
VOIDED CHECKS \$ -

RECEIPTS:

INTEREST	1.00
SCHOOL LUNCH RECEIPTS OCT 23	\$4,388.69
GEN/SCHOOL LUNCH FEDERAL BRKFST SEPT'23 PMTS	\$10,230.00
GEN/SCHOOL LUNCH SNACK & LUNCH SEPT'23 PMTS	\$30,655.00
GEN/SCHOOL LUNCH STATE BREAKFAST/LUNCH PMTS	16,828.00

Total Receipts \$ 61,902.69

RECEIPTS & BALANCE \$ 198,582.80

DISBURSEMENTS:

CHECKS	7293-7304	63,411.04
WIRES		21,222.31

TOTAL DISBURSEMENTS \$ 84,633.35

BALANCE ON HAND: October 31, 2023 \$ 113,929.45

BANK BALANCE \$113,696.77

PLUS: BANK ERROR 232.68

PLUS: IN TRANSIT DEPOSITS -

LESS: OUTSTANDING CHECKS -

LESS: OUTSTANDING WIRES -

NET BALANCE IN BANK \$113,929.45

December 4, 2023
DATE SUBMITTED


DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 10/31/2023



Account: Community Bank School Lunch Fund
Cash Account(s): C 200

Ending Bank Balance:		113,696.77
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	232.68
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	113,929.45
Cash Account Balance:	113,929.45

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00

Debra A Whaley 11/13/23
Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 10/31/2023

Account	Description	Debits	Credits	Balance
C 200	CASH	271,241.80	157,312.35	113,929.45
C 391TA	DUE FROM TRUST & AGENCY	7,565.26	3,782.63	3,782.63
C 4101	STATE AID RECEIVABLE	53,292.64	19,902.64	33,390.00
C 4102	FEDERAL AID RECEIVABLE	141,018.00	104,405.00	36,613.00
C 445	INVENTORY-SUPPLIES	4,396.91	0.00	4,396.91
C 446	INVENTORY-FOOD	11,511.11	0.00	11,511.11
C 446.1	INVENTORY-USDA	5,930.77	0.00	5,930.77
C 510	ESTIMATED REVENUES	651,357.00	0.00	651,357.00
C 521	ENCUMBRANCES	430,447.80	90,985.40	339,462.40
C 522	EXPENDITURES	141,463.40	7,330.87	134,132.53
C 600	ACCOUNTS PAYABLE	10,786.54	10,759.39	27.15
C 630GEN	DUE TO GENERAL FUND	9,747.00	9,801.30	54.30 CR
C 631	DUE TO OTHER GOVERNMENTS	30.53	125.36	94.83 CR
C 806	NOT IN SPENDABLE FORM	0.00	21,838.79	21,838.79 CR
C 821	RESERVE FOR ENCUMBRANCES	90,985.40	430,447.80	339,462.40 CR
C 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	170,935.03	170,935.03 CR
C 960	APPROPRIATIONS	0.00	651,357.00	651,357.00 CR
C 980	REVENUES	41,167.00	191,957.60	150,790.60 CR
C Fund Totals:		1,870,941.16	1,870,941.16	0.00
Grand Totals:		1,870,941.16	1,870,941.16	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1445</u>	OTHER FOOD SALES	42,000.00	0.00	42,000.00	8,718.09	33,281.91
<u>C 2401</u>	INTEREST AND EARNINGS	10.00	0.00	10.00	4.43	5.57
<u>C 2701</u>	REFUND OF BOCES AIDED SERVICES	3,247.00	0.00	3,247.00	0.00	3,247.00
<u>C 2770</u>	MISCELLANEOUS REVENUE	1,000.00	0.00	1,000.00	1.50	998.50
<u>C 3190.1</u>	STATE BREAKFAST	4,000.00	0.00	4,000.00	8,806.00	-4,806.00
<u>C 3190.11</u>	BOCES AID	40,200.00	0.00	40,200.00	0.00	40,200.00
<u>C 3190.2</u>	STATE LUNCH	6,000.00	0.00	6,000.00	24,247.00	-18,247.00
<u>C 3190.SUM</u>	STATE BKFST/LUNCH SUMMER	600.00	0.00	600.00	442.00	158.00
<u>C 4190.1</u>	FEDERAL BREAKFAST	103,000.00	0.00	103,000.00	22,871.00	80,129.00
<u>C 4190.2</u>	FEDERAL LUNCH	346,000.00	0.00	346,000.00	66,117.00	279,883.00
<u>C 4190.2S.N</u>	FEDERAL SNACK	12,000.00	0.00	12,000.00	3,195.00	8,805.00
<u>C 4190.3</u>	SURPLUS FOOD - FEDERAL	42,000.00	0.00	42,000.00	2,477.58	39,522.42
<u>C 4190.SCA</u>	FEDERAL SUPPLY CHAIN ASSISTANCE	29,300.00	0.00	29,300.00	0.00	29,300.00
<u>C 4190.SUM</u>	FEDERAL BRKFST/LUNCH SUMMER	22,000.00	0.00	22,000.00	13,911.00	8,089.00
C Totals:		651,357.00	0.00	651,357.00	150,790.60	500,566.40
Grand Totals:		651,357.00	0.00	651,357.00	150,790.60	500,566.40

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>C 2860.161</u>	NONINSTRUCTIONAL WAGES	145,500.00	0.00	145,500.00	24,618.55	0.00	120,881.45
<u>C 2860.161-SP</u>	NONINSTRUCTIONAL WAGES/SUM PGM	5,000.00	0.00	5,000.00	8,468.00	0.00	-3,468.00
<u>C 2860.163</u>	SUBSTITUTES	2,500.00	0.00	2,500.00	53.25	0.00	2,446.75
<u>C 2860.200</u>	EQUIPMENT	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>C 2860.400</u>	CONTRACTUAL EXPENSE	4,500.00	0.00	4,500.00	396.11	3,303.89	800.00
<u>C 2860.410</u>	FOOD PURCHASES	290,000.00	0.00	290,000.00	65,123.95	221,976.05	2,900.00
<u>C 2860.411</u>	FOOD - COMMODITIES	41,000.00	0.00	41,000.00	2,477.58	0.00	38,522.42
<u>C 2860.450</u>	MATERIALS AND SUPPLIES	25,000.00	0.00	25,000.00	3,382.52	18,212.46	3,405.02
<u>C 2860.490</u>	BOCES SERVICES	0.00	0.00	0.00	14,517.56	58,070.26	-72,587.82
<u>C 2860.490-1</u>	BOCES SERVICES/MGMT	72,633.00	0.00	72,633.00	0.00	0.00	72,633.00
2860	SUPPLIES/EQUIPMENT/CONTRACTUAL	589,133.00	0.00	589,133.00	119,037.52	301,562.66	168,532.82
28		589,133.00	0.00	589,133.00	119,037.52	301,562.66	168,532.82
2		589,133.00	0.00	589,133.00	119,037.52	301,562.66	168,532.82
<u>C 9030.800</u>	SOCIAL SECURITY	11,700.00	0.00	11,700.00	2,470.75	0.00	9,229.25
9030	SOCIAL SECURITY	11,700.00	0.00	11,700.00	2,470.75	0.00	9,229.25
<u>C 9040.800</u>	WORKERS' COMPENSATION	5,059.00	0.00	5,059.00	5,059.00	0.00	0.00
9040	WORKERS' COMPENSATION	5,059.00	0.00	5,059.00	5,059.00	0.00	0.00
<u>C 9060.801</u>	HEALTH INSURANCE	45,100.00	0.00	45,100.00	7,505.20	37,594.80	0.00
<u>C 9060.802</u>	DENTAL INSURANCE	365.00	0.00	365.00	60.06	304.94	0.00
9060	HOSPITAL, MEDICAL & DENTAL INS	45,465.00	0.00	45,465.00	7,565.26	37,899.74	0.00
90		62,224.00	0.00	62,224.00	15,095.01	37,899.74	9,229.25
9		62,224.00	0.00	62,224.00	15,095.01	37,899.74	9,229.25
	Fund CTotals:	651,357.00	0.00	651,357.00	134,132.53	339,462.40	177,762.07
Grand Totals:		651,357.00	0.00	651,357.00	134,132.53	339,462.40	177,762.07

TREASURER'S REPORT TO
 BOARD OF EDUCATION
 UNATEGO CENTRAL SCHOOL

Special Aid Fund Checking

BALANCE ON HAND: October 1, 2023		\$	89,820.00
VOIDED CHECKS		\$	-
RECEIPTS:			
	INTEREST		1.30
	TRANSFER GEN (TO COVER FUNDS)		20,000.00
	TRANSFER GEN (SUM LEARNING, COMPREHENSIVE, ESSER3)		183,006.00
	TRANSFER GEN/IDEA 619 GRANT PMT)		1,100.00
	TRANSFER GEN (ESSER2 GRANT FINAL PMT)		71,499.00

TOTAL RECEIPTS \$ 275,606.30
 RECEIPTS & BALANCE \$ 365,426.30

DISBURSEMENTS:			
	CHECKS	3568-3569	12,640.88
	WIRES		135,433.48
			TOTAL DISBURSEMENTS \$ 148,074.36
			\$ 217,351.94

BALANCE ON HAND: October 31, 2023

BANK BALANCE \$217,351.94

PLUS: BANK ERROR -

PLUS: IN TRANSIT DEPOSITS -

LESS: OUTSTANDING CHECKS -

LESS: OUTSTANDING WIRES -

NET BALANCE IN BANK \$217,351.94

December 4, 2023
 DATE SUBMITTED

Orbu Burdick
 DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 10/31/2023



Account: Community Bank Special Aid Fund
Cash Account(s): F 200

Ending Bank Balance:		217,351.94
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	217,351.94
Cash Account Balance:	217,351.94

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00

Debra A Whaley 11/13/23
Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 10/31/2023

Account	Description	Debits	Credits	Balance
F 200	CASH - CHECKING	1,000,316.37	782,964.43	217,351.94
F 4102	FEDERAL AID RECEIVABLE	892,473.37	873,204.24	19,269.13
F 510	ESTIMATED REVENUES	1,493,998.28	0.00	1,493,998.28
F 521	ENCUMBRANCES	124,398,297.26	124,284,595.73	113,701.53
F 522	EXPENDITURES	527,779.18	6,516.75	521,262.43
F 630GEN	DUE TO GENERAL FUND	249,885.25	751,160.50	501,275.25 CR
F 821	RESERVE FOR ENCUMBRANCES	124,284,595.73	124,398,297.26	113,701.53 CR
F 960	APPROPRIATIONS	0.00	1,493,998.28	1,493,998.28 CR
F 980	REVENUES	766,041.86	1,022,650.11	256,608.25 CR
F Fund Totals:		253,613,387.30	253,613,387.30	0.00
Grand Totals:		253,613,387.30	253,613,387.30	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F 3289.49.23</u>	UPK ~ Universal Pre-K	44,800.00	0.00	44,800.00	0.00	44,800.00
<u>F 3289.HW.B</u>	STATE AID HEALTHCARE WORKER BONUS	0.00	0.00	0.00	1,614.75	-1,614.75
<u>F 3289-23.24</u>	SUMMER HANDICAPPED 23-24	36,823.29	0.00	36,823.29	0.00	36,823.29
<u>F 4126-21.23</u>	TITLE I A&D IMPRV (BASIC) 22-23	133.12	0.00	133.12	0.00	133.12
<u>F 4256-32.23</u>	PL94-142 IDEA/SEC 611 22-23	11,740.82	0.00	11,740.82	0.00	11,740.82
<u>F 4256-32.24</u>	PL94-142 IDEA/SEC 611 23-24	288,388.00	0.00	288,388.00	57,677.00	230,711.00
<u>F 4256-33.24</u>	PL99-457 IDEA/SEC 619 23-24	6,987.00	0.00	6,987.00	2,497.00	4,490.00
<u>F 4286.218.1</u>	ARP HOMELESS 20-24	1,999.98	0.00	1,999.98	0.00	1,999.98
<u>F 4286.802.1</u>	ESSER 3 03/13/20-9/30/23	578,011.23	0.00	578,011.23	97,702.00	480,309.23
<u>F 4286.882.1</u>	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	58,086.55	0.00	58,086.55	42,925.00	15,161.55
<u>F 4286.883.1</u>	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	71,562.14	0.00	71,562.14	11,524.14	60,038.00
<u>F 4286.884.1</u>	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	333,706.11	0.00	333,706.11	840.36	332,865.75
<u>F 4286.912.1</u>	ESSER 2 03/13/20-9/30/23	41,828.00	0.00	41,828.00	41,828.00	0.00
<u>F 4289.ELC</u>	ELC GRANT	19,932.04	0.00	19,932.04	0.00	19,932.04
F Totals:		1,493,998.28	0.00	1,493,998.28	256,608.25	1,237,390.03
Grand Totals:		1,493,998.28	0.00	1,493,998.28	256,608.25	1,237,390.03

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
F 0424.150-57	TITLE IVA PROFESSIONAL SALARIES 23-24	0.00	0.00	0.00	2,969.40	0.00	-2,969.40
0424	*	0.00	0.00	0.00	2,969.40	0.00	-2,969.40
04	**	0.00	0.00	0.00	2,969.40	0.00	-2,969.40
0	***	0.00	0.00	0.00	2,969.40	0.00	-2,969.40
F 2110.20-0-AESS	ARP-ESSER 3	0.00	91,650.00	91,650.00	91,650.00	0.00	0.00
F 2110.40-0-AESS	ARP-ESSER 3	20,859.48	-18,159.00	2,700.48	12,400.00	111,600.00	-121,299.52
F 2110.45-0-AESS	ARP-ESSER 3	19,234.00	0.00	19,234.00	0.00	0.00	19,234.00
F 2110.150-0A-ESS	ARP-ESSER 3 PROF SALARY	323,088.75	-19,409.00	303,679.75	43,231.30	0.00	260,448.45
F 2110.160-0A-ESS	ARP-ESSER 3 PROF SUPPORT STAFF	8,000.00	37,568.00	45,568.00	15,155.60	0.00	30,412.40
2110	ARP - SUMMER *	371,182.23	91,650.00	462,832.23	162,436.90	111,600.00	188,795.33
F 2112.150-AR-PEXT	AFTER SCHOOL PROGRAM TEACHER SALARIES	0.00	0.00	0.00	289.38	0.00	-289.38
2112	ARP SUMMER *	0.00	0.00	0.00	289.38	0.00	-289.38
F 2123.150-57	TITLE 1 - A&D IMPROV/PROF SALARY 22-23	0.12	0.00	0.12	0.00	0.00	0.12
F 2123.450-57	TITLE I - A&D IMPROV/SUPPLIES 22-23	133.00	0.00	133.00	0.00	0.00	133.00
2123	*	133.12	0.00	133.12	0.00	0.00	133.12
F 2124.150-57	TITLE 1 - A&D IMPROV/PROF SALARY 23-24	0.00	0.00	0.00	36,458.74	0.00	-36,458.74
2124	*	0.00	0.00	0.00	36,458.74	0.00	-36,458.74
21	**	371,315.35	91,650.00	462,965.35	199,185.02	111,600.00	152,180.33
F 2250.080-0A-ESS	ESSER 3 03/13/20-9/30/23	206,829.00	-91,650.00	115,179.00	0.00	0.00	115,179.00
2250	PROGRAMS-STUDENTS W/ DISABIL *	206,829.00	-91,650.00	115,179.00	0.00	0.00	115,179.00
F 2253.472-57-2324	SUMMER/TUITION/RESIDENTIAL 23-24	36,823.29	0.00	36,823.29	36,823.29	0.00	0.00
2253	TUITION/MAINTENANCE *	36,823.29	0.00	36,823.29	36,823.29	0.00	0.00
22	**	243,652.29	-91,650.00	152,002.29	36,823.29	0.00	115,179.00
F 2815.16	ELC GRANT-SALARIES	6,520.75	0.00	6,520.75	0.00	0.00	6,520.75
F 2815.40	ELC GRANT-CONTRACTUAL	7,423.42	0.00	7,423.42	0.00	0.00	7,423.42
F 2815.45	ELC GRANT-SUPPLIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
F 2815.80	ELC GRANT-BENEFITS	3,987.87	0.00	3,987.87	0.00	0.00	3,987.87
F 2815.160-HW-B	HWB HEALTH SERVICE	0.00	0.00	0.00	1,500.00	0.00	-1,500.00
F 2815.800-HW-B	HWB HEALTH BENEFITS	0.00	0.00	0.00	114.75	0.00	-114.75
2815	*	19,932.04	0.00	19,932.04	1,614.75	0.00	18,317.29
28	**	19,932.04	0.00	19,932.04	1,614.75	0.00	18,317.29
2	***	634,899.68	0.00	634,899.68	237,623.06	111,600.00	285,676.62
F 3223.150-57	IDEA-PT B/SEC 611/PROF SALARY 22-23	1,478.88	0.00	1,478.88	0.00	0.00	1,478.88

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F 3223.400-57</u>	IDEA-PT B/SEC 611/PUR SERVICES 22-23	10,261.94	0.00	10,261.94	0.00	0.00	10,261.94
3223	*	11,740.82	0.00	11,740.82	0.00	0.00	11,740.82
<u>F 3224.150-57</u>	IDEA-PT B/SEC 611/SUPPORT STAFF 23-24	253,656.00	0.00	253,656.00	36,005.60	0.00	217,650.40
<u>F 3224.800-57</u>	IDEA-PT B/SEC 611/BENEFITS 23-24	34,732.00	0.00	34,732.00	0.00	0.00	34,732.00
3224	*	288,388.00	0.00	288,388.00	36,005.60	0.00	252,382.40
32	**	300,128.82	0.00	300,128.82	36,005.60	0.00	264,123.22
<u>F 3323.160-57</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 22-23	0.00	0.00	0.00	0.00	0.00	0.00
3323	*	0.00	0.00	0.00	0.00	0.00	0.00
<u>F 3324.160-57</u>	IDEA-PT B/SEC 619/SUPPORT STAFF 23-24	6,987.00	0.00	6,987.00	2,496.72	0.00	4,490.28
3324	*	6,987.00	0.00	6,987.00	2,496.72	0.00	4,490.28
33	**	6,987.00	0.00	6,987.00	2,496.72	0.00	4,490.28
3	***	307,115.82	0.00	307,115.82	38,502.32	0.00	268,613.50
<u>F 4724.150-57</u>	TITLE IIA - PROFESSIONAL SALARIES 23-24	0.00	0.00	0.00	3,483.50	0.00	-3,483.50
4724	*	0.00	0.00	0.00	3,483.50	0.00	-3,483.50
47	**	0.00	0.00	0.00	3,483.50	0.00	-3,483.50
<u>F 4923.150-UP-K</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	1,880.97	0.00	-1,880.97
<u>F 4923.160-22-23</u>	STATE EXPENSE UPK 2022-23	0.00	0.00	0.00	1,965.72	0.00	-1,965.72
<u>F 4923.160-UP-K</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	413.40	0.00	-413.40
<u>F 4923.200-22-23</u>	STATE EXP UPK EQUIPMENT	0.00	44,800.00	44,800.00	44,024.60	0.00	775.40
<u>F 4923.450-23-24</u>	STATE EXP UPK SUPPLIES	0.00	0.00	0.00	240.88	0.00	-240.88
4923	*	0.00	44,800.00	44,800.00	48,525.57	0.00	-3,725.57
<u>F 4924.150-23-24</u>	STATE EXPENSE UPK 2023-24	0.00	0.00	0.00	4,661.84	0.00	-4,661.84
<u>F 4924.150-UP-K</u>	ARP-FULL DAY UPK	0.00	0.00	0.00	25,069.39	0.00	-25,069.39
<u>F 4924.160-23-24</u>	STATE EXPENSE UPK 2023-24	0.00	0.00	0.00	3,937.66	0.00	-3,937.66
<u>F 4924.450-23-24</u>	STATE EXP UPK SUPPLIES	0.00	0.00	0.00	0.00	2,101.53	-2,101.53
4924	*	0.00	0.00	0.00	33,668.89	2,101.53	-35,770.42
49	**	0.00	44,800.00	44,800.00	82,194.46	2,101.53	-39,495.99
4	***	0.00	44,800.00	44,800.00	85,677.96	2,101.53	-42,979.49
<u>F 5218.450</u>	ARP HOMELESS	1,999.98	0.00	1,999.98	0.00	0.00	1,999.98
5218	*	1,999.98	0.00	1,999.98	0.00	0.00	1,999.98
52	**	1,999.98	0.00	1,999.98	0.00	0.00	1,999.98
<u>F 5882.15-0</u>	ARP ESSER 1%-SUMMER LEARNIGN & ENRICHMENT	49,298.61	0.00	49,298.61	29,583.70	0.00	19,714.91

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
F 5882.16-0	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	5,639.96	0.00	5,639.96	22,407.82	0.00	-16,767.86
F 5882.80-0	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT	3,147.98	0.00	3,147.98	0.00	0.00	3,147.98
5882	ARP ESSER 1%-SUMMER LEARNING & ENRICHMENT *	58,086.55	0.00	58,086.55	51,991.52	0.00	6,095.03
F 5883.15-0	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL SALARIES	22,530.07	0.00	22,530.07	-111.75	0.00	22,641.82
F 5883.16-0	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	25,300.89	0.00	25,300.89	5,168.74	0.00	20,132.15
F 5883.45-0	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	14,893.54	0.00	14,893.54	11,524.00	0.00	3,369.54
F 5883.80-0	ARP ESSER 1%-COMPREHENSIVE AFTER SCHOOL	8,837.64	0.00	8,837.64	0.00	0.00	8,837.64
5883	ARP ESSER 1% COMPREHENSIVE AFTER SCHOOL *	71,562.14	0.00	71,562.14	16,580.99	0.00	54,981.15
F 5884.15-0	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	216,328.04	-62,500.00	153,828.04	46,089.02	0.00	107,739.02
F 5884.40-0	ARP ESSER 5%-LOST INSTRUCTIONAL TIME CONTRACTUAL	0.00	124,000.00	124,000.00	0.00	0.00	124,000.00
F 5884.80-0	ARP ESSER 5%-LOST INSTRUCTIONAL TIME	117,378.07	-61,500.00	55,878.07	0.00	0.00	55,878.07
5884	ARP ESSER 5% LOST INSTRUCTIONAL TIME *	333,706.11	0.00	333,706.11	46,089.02	0.00	287,617.09
58	**	463,354.80	0.00	463,354.80	114,661.53	0.00	348,693.27
5	***	465,354.78	0.00	465,354.78	114,661.53	0.00	350,693.25
F 9121.150	ESSER 2 03/13/20-9/30/23	21,932.00	0.00	21,932.00	28,428.16	0.00	-6,496.16
F 9121.400	ESSER 2 03/13/20-9/30/23	12,400.00	0.00	12,400.00	12,400.00	0.00	0.00
F 9121.490	ESSER 2 03/13/20-9/30/23	7,496.00	0.00	7,496.00	0.00	0.00	7,496.00
F 9121.800	ESSER 2 Benefits 03/13/20-9/30/23	0.00	0.00	0.00	1,000.00	0.00	-1,000.00
9121	ESSER 2 *	41,828.00	0.00	41,828.00	41,828.16	0.00	-0.16
91	**	41,828.00	0.00	41,828.00	41,828.16	0.00	-0.16
9	***	41,828.00	0.00	41,828.00	41,828.16	0.00	-0.16
Fund FTotals:		1,449,198.28	44,800.00	1,493,998.28	521,262.43	113,701.53	859,034.32
Grand Totals:		1,449,198.28	44,800.00	1,493,998.28	521,262.43	113,701.53	859,034.32

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

Capital Fund Checking

		\$ 4,986,445.16
BALANCE ON HAND: October 1, 2023		\$ -
VOIDED CHECKS		41.38
RECEIPTS:	INTEREST	
		41.38
		TOTAL RECEIPTS \$ 41.38
		RECEIPTS & BALANCE \$ 4,986,486.54
		\$ -
DISBURSEMENTS:	EFT/Wire Trans. Checks	\$ 916,976.77
	2029-2034	
		TOTAL DISBURSEMENTS \$ 916,976.77
		\$ 4,069,509.77
BALANCE ON HAND: October 31, 2023		\$4,459,411.68
<hr/>		
BANK BALANCE		-
PLUS: BANK ERROR		-
PLUS: IN TRANSIT DEPOSITS		389,901.91
LESS: OUTSTANDING CHECKS		-
LESS: OUTSTANDING WIRES		-
		\$4,069,509.77
NET BALANCE IN BANK		

December 4, 2023
DATE SUBMITTED

Amber Birdsal

DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 10/31/2023



Account: Community Bank Capital Fund
Cash Account(s): H 200

Ending Bank Balance:		4,459,411.68
Outstanding Checks (See listing below):	-	389,901.91
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	4,069,509.77
Cash Account Balance:	4,068,509.77

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/26/2023	2032	PICCIRILLI MECHANICAL INC	333,704.41
10/26/2023	2033	R. G. TIMBS, INC.	697.50
10/26/2023	2034	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	55,500.00
Outstanding Check Total:			389,901.91

Debra A Whaley 11/13/23
Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 10/31/2023

Account	Description	Debits	Credits	Balance
H 200	CASH	15,752,514.12	11,683,004.35	4,069,509.77
H 2002NYH	NY CLASS CAPITAL	6,060,134.01	0.00	6,060,134.01
H 391GEN	DUE FROM GENERAL FUND	8,915,228.22	8,534,640.31	380,587.91
H 521	ENCUMBRANCES	11,161,714.15	2,680,022.05	8,481,692.10
H 522	EXPENDITURES	2,702,026.23	25,750.00	2,676,276.23
H 599	APPROPRIATED FUND BALANCE	11,129,964.15	0.00	11,129,964.15
H 600	ACCOUNTS PAYABLE	95,600.00	308,600.00	213,000.00 CR
H 605.BLANDING	RETAINAGE/BLANDING ELECTRIC	-12,329.38	0.00	12,329.38 CR
H 605.MANC GC	RETAINAGE/ANDREW R MANCINI ASSOC	-66,112.18	3,020.43	69,132.61 CR
H 605.PICC MECH	RETAINAGE/PICCIRILLI MECH	-23,887.14	0.00	23,887.14 CR
H 605.PICC PLUM	RETAINAGE/PICCIRILLI PLUMB	-19,566.50	0.00	19,566.50 CR
H 626	BOND ANTICIPATION NOTES PAYABLE	3,000,000.00	15,900,000.00	12,900,000.00 CR
H 630DEBT	DUE TO DEBT SERVICE	0.00	129,054.18	129,054.18 CR
H 821	RESERVE FOR ENCUMBRANCES	2,680,022.05	11,161,714.15	8,481,692.10 CR
H 915	ASSIGNED UNAPPROPRIATED FUND BAL	0.00	11,118,753.15	11,118,753.15 CR
H 917.2021PRERE	2021 PRE-REFERRENDUM TO CAPITAL PROJ.	11,295,930.24	0.00	11,295,930.24
H 917.EPC	EPC FUND BALANCE	3,484.80	0.00	3,484.80
H 917.SSB	SMART SCHOOL BOND FUND BALANCE	1,034,640.31	0.00	1,034,640.31
H 960	APPROPRIATIONS	0.00	11,129,964.15	11,129,964.15 CR
H 980	REVENUES	0.00	1,034,840.31	1,034,840.31 CR
H Fund Totals:		73,709,363.08	73,709,363.08	0.00
Grand Totals:		73,709,363.08	73,709,363.08	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>H 2770</u>	MISCELLANEOUS	0.00	0.00	0.00	200.00	-200.00
<u>H 3297.-SS.B</u>	SMART SCHOOLS BOND	0.00	0.00	0.00	1,034,640.31	-1,034,640.31
H Totals:		0.00	0.00	0.00	1,034,840.31	-1,034,840.31
Grand Totals:		0.00	0.00	0.00	1,034,840.31	-1,034,840.31

UNATEGO CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
H 1519.240-1	A-VERDI/STORAGE	0.00	1,764.00	1,764.00	2,380.00	5,384.00	-6,000.00
1519	*	0.00	1,764.00	1,764.00	2,380.00	5,384.00	-6,000.00
15	**	0.00	1,764.00	1,764.00	2,380.00	5,384.00	-6,000.00
1	***	0.00	1,764.00	1,764.00	2,380.00	5,384.00	-6,000.00
H 2018.240-6-1	DELTA/2019 CAPITAL PROHJECT (ARCHITECT & ENGINEER EXPENSES)	0.00	386,888.00	386,888.00	74,850.00	312,038.00	0.00
H 2018.240-6-3	R.G. TIMBS /2019 CAPITAL (FINANCIAL ADVISOR)	0.00	0.00	0.00	6,553.75	0.00	-6,553.75
H 2018.240-6-6	SCHOOL HOUSE	0.00	592,084.00	592,084.00	81,750.00	510,334.00	0.00
H 2018.244-61	ORRICK, HERRINGTON, & SUTCLIFFE, LLP LEGAL SERVICES	0.00	0.00	0.00	12,430.00	0.00	-12,430.00
H 2018.293	GENERAL CONSTRUCTION - PHASE 1	0.00	4,767,000.00	4,767,000.00	1,382,652.18	3,387,368.25	-3,020.43
H 2018.294	MECHANICAL CONTRACT - PHASE 1	0.00	1,687,000.00	1,687,000.00	477,742.80	1,209,257.20	0.00
H 2018.295	PLUMBING CONTRACT - PHASE 1	0.00	1,117,000.00	1,117,000.00	391,330.00	725,670.00	0.00
H 2018.296	ELECTRICAL CONSTRUCTION CONTRACT - PHASE 1	0.00	2,266,690.00	2,266,690.00	246,587.50	2,020,102.50	0.00
2018	2019 CAPITAL PROJECT *	0.00	10,816,662.00	10,816,662.00	2,673,896.23	8,164,769.95	-22,004.18
20	**	0.00	10,816,662.00	10,816,662.00	2,673,896.23	8,164,769.95	-22,004.18
2	***	0.00	10,816,662.00	10,816,662.00	2,673,896.23	8,164,769.95	-22,004.18
H 5006.293-1	VEHICLE SERVICE GROUP LLC/BUS LIFT	0.00	311,538.15	311,538.15	0.00	311,538.15	0.00
5006	*	0.00	311,538.15	311,538.15	0.00	311,538.15	0.00
50	**	0.00	311,538.15	311,538.15	0.00	311,538.15	0.00
5	***	0.00	311,538.15	311,538.15	0.00	311,538.15	0.00
Fund HTotals:		0.00	11,129,964.15	11,129,964.15	2,676,276.23	8,481,692.10	-28,004.18
Grand Totals:		0.00	11,129,964.15	11,129,964.15	2,676,276.23	8,481,692.10	-28,004.18

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

Trust & Agency Fund Checking

BALANCE ON HAND: October 1, 2023 \$ 238,914.48
 VOIDED CHECKS \$ -

RECEIPTS:

INTEREST	3.70
DONATION (GIRLS VOLLEYBALL TO KELLY POJE)	2,311.00
PAYROLL SUMMARIES OCTOBER 23	895,205.06
RETIREES HEALTH INSURANCE	18,082.83
TRANSFER FROM GENERAL (HEALTH INSURANCE)	639,800.57
TRANSFER FROM SCHOOL LUNCH (HEALTH INSURANCE)	7,565.26
VOLLYBALL CANCER AWARENESS FUNDRAISER	2,210.00

TOTAL RECEIPTS 1,565,178.42

RECEIPTS & BALANCE \$ 1,804,092.90

DISBURSEMENTS:

	CHECKS	9738-9754	3529-3541	756,680.62
	WIRES			860,046.16

TOTAL DISBURESMENTS \$ 1,616,726.78

BALANCE ON HAND: October 31, 2023 \$ 187,366.12

BANK BALANCE	\$452,817.04
PLUS: BANK ERROR	-
PLUS: IN TRANSIT DEPOSITS	-
LESS: OUTSTANDING CHECKS	265,450.92
LESS: OUTSTANDING WIRES	-
LESS: OUTSTANDING ERS	-

NET BALANCE IN BANK \$ 187,366.12

December 4, 2023

Onber Purisal
DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 10/31/2023



Account: Community Bank T & A Fund
Cash Account(s): TA 200

Ending Bank Balance:		452,817.04
Outstanding Checks (See listing below):	-	265,450.92
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	187,366.12
Cash Account Balance:	187,366.12

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/25/2023	9638	KAITLYN HENN	25.00
06/01/2023	9648	ADRIAN BROWN	40.00
06/01/2023	9650	KOLTON DECKER	10.00
06/01/2023	9653	LUCAS ETZL	25.00
06/01/2023	9657	ETHAN LEBOURVEAU	25.00
06/01/2023	9661	PAISLEY NICHOLS	10.00
06/01/2023	9665	HOLLY SMITH	10.00
06/01/2023	9666	HAILEY VANBLARCOM	40.00
10/26/2023	9745	CHEN-DEL-O FEDERAL CREDIT UNION	4,401.35
10/26/2023	9746	NYS TEACHERS' RETIREMENT SYSTEM	658.00
10/26/2023	9747	NYSUT MEMBER BENEFIT	160.32
10/26/2023	9749	SIDNEY FEDERAL CREDIT UNION	4,047.86
10/26/2023	9750	VOTE-COPE	2.00
10/26/2023	9752	CASEBP	235,179.00
10/26/2023	9753	EXCELLUS HEALTH PLAN - GROUP	19,927.26
10/26/2023	9754	METROPOLITAN LIFE INSURANCE CO	890.13
Outstanding Check Total:			265,450.92

Debra A Whaley 10/15/23

Prepared By

Approved By

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 10/31/2023

Account	Description	Debits	Credits	Balance
TA 200	CASH - CHECKING - TA	3,937,433.97	3,750,067.85	187,366.12
TA 200BRA	CASH - CHECKING - BENEFIT REIMBURSEMENT - TA	21,079.73	15,051.19	6,028.54
TA 203	CASH CHECKING - PAYROLL	1,664.65	831.55	833.10
TA 204	CASH IN EXTRA CLASSROOM ACCOUNTS	96,656.11	0.00	96,656.11
TA 218.1	EMPLOYEES RETIREMENT	15,796.95	15,982.21	185.26 CR
TA 220.1	HEALTH INSURANCE	1,361,911.43	754,312.07	607,599.36
TA 220.2	DENTAL INSURANCE	25,035.00	29,697.37	4,662.37 CR
TA 228	EXTRA CLASSROOM	0.00	96,656.11	96,656.11 CR
TA 630GEN	DUE TO GENERAL FUND	10,815.46	678,704.10	667,888.64 CR
TA 630SL	DUE TO SCHOOL LUNCH FUND	3,782.63	7,565.26	3,782.63 CR
TA 850.1	STUDENT MATH COLLEGE COURSE	0.00	1,190.00	1,190.00 CR
TA 850.10	FLEXIBLE SPENDING/MEDICAL	16,621.51	35,043.02	18,421.51 CR
TA 850.14	6TH GRADE PICTURES	0.00	166.25	166.25 CR
TA 850.20	FLEXIBLE SPENDING/DEPENDANT CARE	1,053.23	2,106.46	1,053.23 CR
TA 850.2021	CLASS 2021	0.00	50.00	50.00 CR
TA 850.22	CLASS 2013/2014/2015	0.00	95.00	95.00 CR
TA 850.23	DONATIONS/OLYMPIA-TARGET	0.00	178.87	178.87 CR
TA 850.24	HS LIBRARY FUND	0.00	2,038.75	2,038.75 CR
TA 850.25	SCHOLASTIC BOOK FAIR	0.00	2,332.88	2,332.88 CR
TA 850.5	AWARDS	0.00	3,985.96	3,985.96 CR
TA 850.56	BETTIOL AWARD	0.00	2,000.00	2,000.00 CR
TA 850.57	MIKE HURLBURT SCHOLARSHIP	0.00	25.00	25.00 CR
TA 850.59	J & J SNOPKOWSKI SCHOLARSHIP	0.00	1,250.00	1,250.00 CR
TA 850.7	DOLLARS FOR SCHOLARS DONATION	0.00	9,802.00	9,802.00 CR
TA 850ATHL	ATHLETICS	0.00	6,062.93	6,062.93 CR
TA 850BBB	BOYS BASKETBALL	0.00	999.19	999.19 CR
TA 850BC	BOOSTER CLUB	0.00	1,053.05	1,053.05 CR
TA 850BOOKS	THOUSAND BOOKS/DONATION	0.00	3,264.94	3,264.94 CR
TA 850BRA	BENEFIT REIMBURSEMENT ACCOUNT	32,038.72	55,906.30	23,867.58 CR
TA 850BSOC	BOYS SOCCER	0.00	129.90	129.90 CR
TA 850CASSC	CASSC COURSE	0.00	120.00	120.00 CR
TA 850CC	COMMON CORE	0.00	1,160.00	1,160.00 CR
TA 850CHEER	CHEERLEADER & DANZ	0.00	896.96	896.96 CR
TA 850DANCE	DANCE TEAM	0.00	500.00	500.00 CR
TA 850DODD	CAROL DODD SCHOLARSHIP	0.00	115.00	115.00 CR
TA 850DT	DEBATE TEAM/NAT'L FORENSICS	0.00	565.22	565.22 CR
TA 850ENR	ENRICHMENT	0.00	475.72	475.72 CR
TA 850GBB	GIRLS BASKETBALL	0.00	98.35	98.35 CR
TA 850GSB	GIRLS SOFTBALL	0.00	292.24	292.24 CR
TA 850GSOC	GIRLS SOCCER	0.00	1,329.02	1,329.02 CR
TA 850GVB	GIRLS VOLLEYBALL	0.00	7,407.55	7,407.55 CR
TA 850HELP	HELPING HANDS	0.00	4,058.63	4,058.63 CR
TA 850INTERACT	INTERACT CLUB	0.00	2,841.00	2,841.00 CR
TA 850JACKETS	UNATEGO SPARTAN JACKETS	0.00	7.16	7.16 CR
TA 850MUSIC	MUSIC DEPT	0.00	2,000.00	2,000.00 CR
TA 850PARCE	DONATION/ANY USE/PARCE	0.00	1,000.00	1,000.00 CR

UNATEGO CSD

Trial Balance Report From 7/1/2023 - 10/31/2023



Account	Description	Debits	Credits	Balance
TA 850REIMB	REIMBURSEMENT	61.00	122.00	61.00 CR
TA 850SF	SCIENCE FUND	0.00	7,567.52	7,567.52 CR
TA 850SFSCH	SCIENCE FUND SCHOLARSHIP	2,017.45	14,179.22	12,161.77 CR
TA 850SSD	SOUND SYSTEM DONATIONS	0.00	918.21	918.21 CR
TA 850UCC	UNATEGO COMMUNITY CHURCH	0.00	150.00	150.00 CR
TA 850UFT	UNADILLA FIELD TRIPS	0.00	103.50	103.50 CR
TA 850WREST	WRESTLING	0.00	1,867.28	1,867.28 CR
TA 850XC	CROSS COUNTRY	0.00	1,645.05	1,645.05 CR
TA Fund Totals:		5,525,967.84	5,525,967.84	0.00
Grand Totals:		5,525,967.84	5,525,967.84	0.00

**TREASURER'S REPORT TO
BOARD OF EDUCATION
UNATEGO CENTRAL SCHOOL**

Benefit Reimbursement Account

BALANCE ON HAND: October 1, 2023	\$	2,077.10
VOIDED CHECKS:	\$	-
RECEIPTS:	\$	-
INTEREST		5.60
HRA REPAYMENT		5,000.00
TRANSFER FROM GENERAL		900.00
PAYROLL TRANSFERS FROM TRUST & AGENCY		

TOTAL RECEIPTS \$ 5,905.60

RECEIPTS & BALANCE \$ 7,982.70

DISBURSEMENTS:	CHECKS		
	WIRES	3548-3571	

0.00

1,954.16

TOTAL DISBURSEMENTS \$ 1,954.16

\$ 6,028.54

BALANCE ON HAND: October 31, 2023

BANK BALANCE \$8,042.43

PLUS: BANK ERROR -

PLUS: IN TRANSIT DEPOSITS -

LESS: OUTSTANDING CHECKS 13.89

LESS: OUTSTANDING WIRES -

NET BALANCE IN BANK \$8,028.54

December 4, 2023
DATE SUBMITTED

Debra Birdsell
DISTRICT TREASURER

UNATEGO CSD

Bank Reconciliation for period ending on 10/31/2023



Account: Community Bank, BRA
Cash Account(s): TA 200BRA

Ending Bank Balance:		6,042.43
Outstanding Checks (See listing below):	-	13.89
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	6,028.54
Cash Account Balance:	6,028.54

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/30/2023	3569	LIFETIME BENEFIT SOLUTIONS	12.32
10/30/2023	3570	LIFETIME BENEFIT SOLUTIONS	1.57
Outstanding Check Total:			13.89

Debra A Whaley 11/13/23
Prepared By

Approved By

UNATEGO CSD

Bank Reconciliation for period ending on 10/31/2023



Account: Community Bank Payroll
Cash Account(s): TA 203

Ending Bank Balance:		11,034.30
Outstanding Checks (See listing below):	-	10,201.20
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00
<hr/>		
Adjusted Ending Bank Balance:		833.10
Cash Account Balance:		833.10

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/08/2023	89724	MICHELE L. WILSON	860.99
09/28/2023	89968	TARA J. NICHOLS	366.82
10/12/2023	89992	MATTHEW J. HAFELE	1,517.40
10/12/2023	89999	SANDRA M. GREENMAN	139.81
10/12/2023	90002	TARA J. NICHOLS	396.91
10/26/2023	90024	PRUDENCE A. DANFORTH	1,559.84
10/26/2023	90027	WILLIAM C. BRUNDEGE	391.67
10/26/2023	90028	SANDRA M. GREENMAN	209.73
10/26/2023	90030	MONTIE C. NICHOLS	216.37
10/26/2023	90031	TARA J. NICHOLS	378.73
10/26/2023	90043	LORI A. BOMBA	778.74
10/26/2023	90045	ELIZA G. CECHNICKI	1,796.44
10/28/2023	90047	COURTENAY E. O'HARA	1,787.95
<hr/>			
Outstanding Check Total:			10,201.20

Debra Whaley 11/13/23
Prepared By

Approved By

Unatego CSD

Central School

Fund: DEBTR SERVICE

MM/YR OCT, 2023

Beginning Balance 9861.09

Receipts:

Void Checks

Interest

Wire Transfers

Receipts

Subtotal Receipts

Disbursements:

EFT/Wire Transfers

Checks

Subtotal Disbursements

Ending Balance 9861.09

CHK#

CHK#

Wire#

Bank Balance 9861.09

Bank Errors

Deposit In Transit

Outstanding Checks

Outstanding Wires

Ending Balance 9861.09

SW

UNATEGO CSD



Trial Balance Report From 7/1/2023 - 10/31/2023

Account	Description	Debits	Credits	Balance
V 200	CASH	9,861.09	0.00	9,861.09
V 2002NYV	NY CLASS DEBT SERV	24,528.56	0.00	24,528.56
V 391CAP	DUE FROM CAPITAL FUND	129,054.18	0.00	129,054.18
V 630GEN	DUE TO GENERAL FUND	0.00	263.25	263.25 CR
V 884	RESERVE FOR DEBT	0.00	34,923.62	34,923.62 CR
V 980	REVENUES	0.00	128,256.96	128,256.96 CR
V Fund Totals:		163,443.83	163,443.83	0.00
Grand Totals:		163,443.83	163,443.83	0.00

UNATEGO CSD



Revenue Status Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>V 2401</u>	INTEREST AND EARNINGS	0.00	0.00	0.00	60,777.06	-60,777.06
<u>V 2710</u>	PREMIUM ON BAN	0.00	0.00	0.00	67,479.90	-67,479.90
	V Totals:	0.00	0.00	0.00	128,256.96	-128,256.96
	Grand Totals:	0.00	0.00	0.00	128,256.96	-128,256.96

UNATEGO CSD

Bank Reconciliation for period ending on 10/31/2023



Account: NY CLASS GENERAL
Cash Account(s): A 2002NYG

Ending Bank Balance:		9,420,744.54
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	9,420,744.54
Cash Account Balance:	9,420,744.54

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
			Outstanding Check Total:
			0.00

Debra A Whaley 11/13/23
Prepared By

Approved By

UNATEGO CSD

Bank Reconciliation for period ending on 10/31/2023



Account: NY CLASS CAPITAL
Cash Account(s): H 2002NYH

Ending Bank Balance:		6,060,134.01
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	6,060,134.01
Cash Account Balance:	6,060,134.01

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
			Outstanding Check Total:
			0.00

Debra A Whaley 11/13/23
Prepared By

Approved By

UNATEGO CSD

Bank Reconciliation for period ending on 10/31/2023



Account: NY CLASS DEBT SERV
Cash Account(s): V 2002NYV

Ending Bank Balance:		24,528.56
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	24,528.56
Cash Account Balance:	24,528.56

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00

Debra A. Whaley 11/13/23

Prepared By

Approved By

UNATEGO CSD



Check Warrant Report For A - 21: GENERAL#21, 10/05/23 For Dates 10/5/2023 - 10/5/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35268	10/05/2023	5985	AMAZON CAPITAL SERVICES	*See Detail Report	280.41
35269	10/05/2023	2883	CASTLE SOFTWARE INC	230063	3,753.00
35270	10/05/2023	2525	CAZENOVIA EQUIPMENT CO INC.	230163	64.52
35271	10/05/2023	5842	CENTER STATE PROPANE	230525	384.12
35272	10/05/2023	2033	DAY AUTOMATION SYSTEMS INC	230407	500.00
35273	10/05/2023	388	DROGEN ELECTRIC SUPPLY	230098	48.72
35274	10/05/2023	4397	EMERSON TESTING, LLC	230099	58.00
35275	10/05/2023	4163	EXPLORE LEARNING	230062	2,195.00
35276	10/05/2023	469	FIRST NATIONAL BANK OF OMAHA	230011	518.75
35277	10/05/2023	470	FISHER SCIENTIFIC	230349	33.72
35278	10/05/2023	475	FLINN SCIENTIFIC, INC.	230134	366.04
35279	10/05/2023	3262	GOPHER SPORT	*See Detail Report	819.51
35280	10/05/2023	582	HILL & MARKES INC	230081	302.28
35281	10/05/2023	3394	JB'S LINE CLEANING & PLUMBING LLC	230102	251.65
35282	10/05/2023	710	LAKESHORE LEARNING MATERIALS	230292	36.98
35283	10/05/2023	3374	MATTHEWS BUSES INC	230086	39.16
35284	10/05/2023	5973	BRANDON O'DONNELL	230329	24.96
35285	10/05/2023	4652	PC UNIVERSITY DISTRIBUTORS INC.	230149	56.00
35286	10/05/2023	5895	JENNIFER S POTRZEBA	230050	57.12
35287	10/05/2023	1082	RENAISSANCE LEARNING, INC.	230510	4,576.00
35288	10/05/2023	1148	SCHOLASTIC INC	230468	2,566.82
35289	10/05/2023	1921	SCHOOL NURSE SUPPLY INC	230516	406.28
35290	10/05/2023	1157	SCHOOL SPECIALTY LLC	*See Detail Report	379.74
35291	10/05/2023	7269	SCOTT ELECTRIC	230145	43.75
35292	10/05/2023	1504	UNATEGO TEACHERS ASSOCIATION	230035	14,392.25
35293	10/05/2023	5841	WELLNOW UC	230116	525.00

Number of Transactions: 26

Warrant Total: 32,679.78
Vendor Portion: 32,679.78

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 26 in number, in the total amount of \$ 32,679.78. 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.

10/10/23 Debra A Whaley Claims Auditor
 Date Signature Title

UNATEGO CSD



Check Warrant Report For A - 25: GENERAL#25, 10/12/2023 For Dates 10/12/2023 - 10/12/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35294	10/12/2023	4439	ADVANCE AUTO PARTS	230076	60.89
35295	10/12/2023	1042	AIRGAS USA, LLC.	230092	43.52
35296	10/12/2023	5985	AMAZON CAPITAL SERVICES	*See Detail Report	234.75
35297	10/12/2023	7288	LOUIS E & CHERYL BLASETTI		216.77
35298	10/12/2023	6221	CONSTELLATION NEWENERGY, INC	*See Detail Report	6,277.21
35299	10/12/2023	3385	COOK BROTHERS TRUCK PARTS	230094	134.00
35300	10/12/2023	5963	CORELOGIC		1,698.71
35301	10/12/2023	7289	COUNTY HIGHWAY 8 LLC		24.20
35302	10/12/2023	2240	DECKER EQUIPMENT	230499	330.39
35303	10/12/2023	7290	DEBORAH DECKER		13.24
35304	10/12/2023	351	DELAWARE-CHENANGO-OTSEGO ASBO	230534	100.00
35305	10/12/2023	474	FLEETPRIDE, INC.	230100	976.63
35306	10/12/2023	475	FLINN SCIENTIFIC, INC.	230128	99.00
35307	10/12/2023	4737	MICHAEL FORTIN	230323	200.00
35308	10/12/2023	4304	GLOBAL MONTELLO GROUP	*See Detail Report	14,991.68
35309	10/12/2023	6108	GREENER WORLD LANDSCAPE MAINTENANCE LLC		5,832.50
35310	10/12/2023	582	HILL & MARKES INC	230081	76.73
35311	10/12/2023	7287	ADAM HURLBURT		9.00
35312	10/12/2023	3394	JB'S LINE CLEANING & PLUMBING LLC	230102	630.36
35313	10/12/2023	3165	NCS PEARSON INC.	230437	382.00
35314	10/12/2023	5865	SHEILA NOLAN	230047	78.60
35315	10/12/2023	936	NYSEG	*See Detail Report	4,788.59
35316	10/12/2023	7291	THOMAS T PETTIT		5.00
35317	10/12/2023	1051	PUTNAM PEST CONTROL	230075	75.00
35318	10/12/2023	1157	SCHOOL SPECIALTY LLC	230224	21.45
35319	10/12/2023	1249	SUPER DUPER PUBLICATIONS	230474	221.89
35320	10/12/2023	2173	TRI-COUNTY COMMUNICATIONS INC		52.51

Number of Transactions: 27

Warrant Total: 37,574.62
Vendor Portion: 37,574.62

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 27 in number, in the total amount of \$ 37,574.62. 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.

10/18/23 Debra A Whaley Claims Auditor
 Date Signature Title

UNATEGO CSD



Check Warrant Report For A - 26: GENERAL #26, 10/19/23 For Dates 10/19/2023 - 10/19/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35321	10/19/2023	1042	AIRGAS USA, LLC.	*See Detail Report	46.60
35322	10/19/2023	5985	AMAZON CAPITAL SERVICES	*See Detail Report	1,512.46
35323	10/19/2023	7293	ERIC J. BERGER		498.21
35324	10/19/2023	388	DROGEN ELECTRIC SUPPLY	230098	661.03
35325	10/19/2023	6203	FERRARA FIORENZA, PC	230012	760.00
35326	10/19/2023	7294	EDWIN GRIGSBY		78.46
35327	10/19/2023	582	HILL & MARKES INC	230081	1,099.82
35328	10/19/2023	7295	DAVID M HITCHCOCK		27.67
35329	10/19/2023	5988	MODULAR COMFORT SYSTEMS	230470	369.00
35330	10/19/2023	842	NYS UNEMPLOYMENT INSURANCE	230014	1,452.54
35331	10/19/2023	2732	OSTERHOUDT COMMERCIAL REFRIGERATION		178.50
35332	10/19/2023	979	OTSEGO COUNTY		14,885.00
35333	10/19/2023	1051	PUTNAM PEST CONTROL	230074	40.00
35334	10/19/2023	2411	PYRAMID SCHOOL PRODUCTS	230148	138.24
35335	10/19/2023	1071	REALLY GOOD STUFF, LLC	230447	43.95
35336	10/19/2023	1139	SCANTRON CORPORATION	230367	312.57
35337	10/19/2023	1157	SCHOOL SPECIALTY LLC	*See Detail Report	4,773.61
35338	10/19/2023	7296	VIKTOR VER		493.19
35339	10/19/2023	1410	VILLAGE OF UNADILLA	230115	348.08
35340	10/19/2023	1423	WARD'S SCIENCE	*See Detail Report	2,239.12
35341	10/19/2023	1424	WASTE RECOVERY ENTERPRISES	*See Detail Report	1,066.67
Warrant Total:					31,024.72
Vendor Portion:					31,024.72

Number of Transactions: 21

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 21 in number, in the total amount of \$ 31,024.72. 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.

11/8/23
Date

Debra A Whaley
Signature

Claims Auditor
Title

UNATEGO CSD



Check Warrant Report For A - 27: GENERAL#27, 10/26/23 For Dates 10/26/2023 - 10/26/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35342	10/26/2023	5985	AMAZON CAPITAL SERVICES	230498	157.35
35343	10/26/2023	3150	THE ARC OTSEGO	230203	850.00
35344	10/26/2023	5902	BSN SPORTS LLC	230311	91.28
35345	10/26/2023	234	THE CITY OF ONEONTA		50.00
35346	10/26/2023	7290	DEBORAH DECKER		86.76
35347	10/26/2023	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES	230519	459,968.81
35348	10/26/2023	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES	230058	1,408.51
35349	10/26/2023	4704	DELTA ENGINEERS, ARCHITECTS & LAND SURVEYORS	230452	8,760.00
35350	10/26/2023	5916	EMATH INSTRUCTION INC	*See Detail Report	3,050.00
35351	10/26/2023	6182	PERSONAL BEST ATHLETICS	230520	763.19
35352	10/26/2023	1050	PITNEY BOWES BANK INC PURCHASE POWER	230024	1,005.00
35353	10/26/2023	5895	JENNIFER S POTRZEBA	230050	111.61
35354	10/26/2023	4561	R. G. TIMBS, INC.	230025	310.00
35355	10/26/2023	1071	REALLY GOOD STUFF, LLC	230447	18.99
35356	10/26/2023	4244	RENTALS TO GO	230419	520.00
35357	10/26/2023	3287	RIDDELL/ALL AMER. SPORTS CORP	230561	37.45
35358	10/26/2023	1123	SAANYS	*See Detail Report	1,736.30
35359	10/26/2023	1157	SCHOOL SPECIALTY LLC	*See Detail Report	349.37
35360	10/26/2023	1312	THERAPY SHOPPE, INC.	230523	129.15

Number of Transactions: 19

Warrant Total: 479,403.77
Vendor Portion: 479,403.77

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 19 in number, in the total amount of \$ 479,403.77. 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.

10/27/23

Date

Debra A Whaley

Signature

Claims Auditor

Title

UNATEGO CSD



Check Warrant Report For TA - 15: TA PAYROLL#15, OCTOBER 2023 For Dates 10/1/2023 - 10/31/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3529	10/12/2023	919	NYS TAX DEPARTMENT		17,779.32
3530	10/12/2023	955	US OMNI & TSACG COMPLIANCE SERVICES, INC.		13,727.00
3531	10/12/2023	1365	UNATEGO PAYROLL ACCOUNT		305,964.39
3532	10/12/2023	1503	UNITED STATES TREASURY		100,449.64
3533	10/12/2023	4326	LIFETIME BENEFIT SOLUTIONS		450.00
3534	10/12/2023	6200	NYSDCP RECEIPTS		260.00
3535	10/26/2023	910	NYS & LOCAL RETIREMENT SYSTEM		5,162.59
3536	10/26/2023	919	NYS TAX DEPARTMENT		16,677.81
3537	10/26/2023	955	US OMNI & TSACG COMPLIANCE SERVICES, INC.		13,727.00
3538	10/26/2023	1365	UNATEGO PAYROLL ACCOUNT		286,575.40
3539	10/26/2023	1503	UNITED STATES TREASURY		94,284.25
3540	10/26/2023	4326	LIFETIME BENEFIT SOLUTIONS		450.00
3541	10/26/2023	6200	NYSDCP RECEIPTS		405.00
9740	10/12/2023	220	CHEN-DEL-O FEDERAL CREDIT UNION		4,343.73
9741	10/12/2023	946	NYSUT MEMBER BENEFIT		160.32
9742	10/12/2023	975	OTSEGO COUNTY SHERIFF'S OFFICE		131.20
9743	10/12/2023	1187	SIDNEY FEDERAL CREDIT UNION		4,047.86
9744	10/12/2023	4364	VOTE-COPE		2.00
9745	10/26/2023	220	CHEN-DEL-O FEDERAL CREDIT UNION		4,401.35
9746	10/26/2023	920	NYS TEACHERS' RETIREMENT SYSTEM		658.00
9747	10/26/2023	946	NYSUT MEMBER BENEFIT		160.32
9748	10/26/2023	975	OTSEGO COUNTY SHERIFF'S OFFICE		131.20
9749	10/26/2023	1187	SIDNEY FEDERAL CREDIT UNION		4,047.86
9750	10/26/2023	4364	VOTE-COPE		2.00

Number of Transactions: 24

Warrant Total: 873,998.24
Vendor Portion: 873,998.24

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 24 in number, in the total amount of \$ 873,998.24. 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.

11/8/23 Debra A Whaley Claims Auditor
 Date Signature Title

UNATEGO CSD



Check Warrant Report For TA - 16: TRUST & AGENCY#16, 10/26/23 For Dates 10/26/2023 - 10/26/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
9751	10/26/2023	1423	WARD'S SCIENCE		1,017.45
Number of Transactions: 1					Warrant Total: 1,017.45
					Vendor Portion: 1,017.45

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 \$ 1,017.45. 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.

10/27/23

Date

Debra A Whaley

Signature

Claims Auditor

Title

UNATEGO CSD



Check Warrant Report For TA - 17: TRUST & AGENCY #17 HEALTH & DENTAL, 10/26/23 For Dates 10/26/2023 - 10/26/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
9752	10/26/2023	7264	CASEBP		235,179.00
9753	10/26/2023	4297	EXCELLUS HEALTH PLAN - GROUP		19,927.26
9754	10/26/2023	803	METROPOLITAN LIFE INSURANCE CO		890.13
Warrant Total:					255,996.39
Vendor Portion:					255,996.39

Number of Transactions: 3

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 255,996.39. 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.

10/27/23 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For TA - 20: TA#20 (LIFETIME BENEFITS REIMBURSEMENTS) OCTOBER 2023 For Dates 10/1/2023 - 10/31/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3548	10/01/2023	4326	LIFETIME BENEFIT SOLUTIONS		39.46
3549	10/04/2023	4326	LIFETIME BENEFIT SOLUTIONS		38.40
3550	10/05/2023	4326	LIFETIME BENEFIT SOLUTIONS		62.15
3551	10/06/2023	4326	LIFETIME BENEFIT SOLUTIONS		5.00
3552	10/09/2023	4326	LIFETIME BENEFIT SOLUTIONS		9.69
3553	10/10/2023	4326	LIFETIME BENEFIT SOLUTIONS		10.00
3554	10/11/2023	4326	LIFETIME BENEFIT SOLUTIONS		7.32
3555	10/12/2023	4326	LIFETIME BENEFIT SOLUTIONS		5.00
3556	10/13/2023	4326	LIFETIME BENEFIT SOLUTIONS		176.22
3557	10/15/2023	4326	LIFETIME BENEFIT SOLUTIONS		250.76
3558	10/17/2023	4326	LIFETIME BENEFIT SOLUTIONS		53.10
3559	10/18/2023	4326	LIFETIME BENEFIT SOLUTIONS		12.13
3560	10/19/2023	4326	LIFETIME BENEFIT SOLUTIONS		5.00
3561	10/21/2023	4326	LIFETIME BENEFIT SOLUTIONS		5.00
3562	10/20/2023	4326	LIFETIME BENEFIT SOLUTIONS		117.38
3563	10/22/2023	4326	LIFETIME BENEFIT SOLUTIONS		23.71
3564	10/24/2023	4326	LIFETIME BENEFIT SOLUTIONS		60.00
3565	10/25/2023	4326	LIFETIME BENEFIT SOLUTIONS		10.00
3566	10/26/2023	4326	LIFETIME BENEFIT SOLUTIONS		25.00
3567	10/29/2023	4326	LIFETIME BENEFIT SOLUTIONS		20.00
3568	10/27/2023	4326	LIFETIME BENEFIT SOLUTIONS		290.00
3569	10/30/2023	4326	LIFETIME BENEFIT SOLUTIONS		12.32
3570	10/30/2023	4326	LIFETIME BENEFIT SOLUTIONS		1.57
3571	10/01/2023	4326	LIFETIME BENEFIT SOLUTIONS		25.00

Number of Transactions: 24

Warrant Total: 1,264.21
Vendor Portion: 1,264.21

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 24 in number, in the total amount of \$ 1,264.21. 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.

11/8/23

Date

Debra A Whaley

Signature

Claims Auditor

Title

UNATEGO CSD



Check Warrant Report For C - 11: SCHOOL LUNCH#11, 10/12/2023 For Dates 10/12/2023 - 10/12/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7293	10/12/2023	96	BEHLOG & SON PRODUCE INC	230371	4,462.84
7294	10/12/2023	4612	BILL BROS DAIRY	230372	6,050.52
7295	10/12/2023	160	BIMBO BAKERIES USA	230373	982.98
7296	10/12/2023	6042	CATSKILL CATTLE COMPANY	230375	500.00
7297	10/12/2023	520	GINSBERG'S INSTITUTIONAL FOODS, INC	230376	35,711.15
7298	10/12/2023	6043	HEADWATER FOODS, INC.	230377	148.60
7299	10/12/2023	4318	HERSHEY CREAMERY COMPANY	230378	1,908.50
7300	10/12/2023	582	HILL & MARKES INC	230379	2,997.70
Warrant Total:					52,762.29
Vendor Portion:					52,762.29

Number of Transactions: 8

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 8 in number, in the total amount of \$ 52,762.29. 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.

10/12/23
Date

Debra A Whaley
Signature

Claudia A. ...
Title

UNATEGO CSD



Check Warrant Report For C - 12: SCHOOL LUNCH#12, 10/19/23 For Dates 10/19/2023 - 10/19/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7301	10/19/2023	520	GINSBERG'S INSTITUTIONAL FOODS, INC	*See Detail Report	2,993.86
7302	10/19/2023	6032	MICHELLE HOLCOMB	230550	129.86
7303	10/19/2023	2732	OSTERHOUDT COMMERCIAL REFRIGERATION	230558	266.25
Number of Transactions: 3					Warrant Total: 3,389.97
					Vendor Portion: 3,389.97

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 3,389.97. 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.

11/8/23 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For C - 13: SCHOOL LUNCH#13, 10/26/23 For Dates 10/26/2023 - 10/26/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7304	10/26/2023	73	DELAWARE-CHENANGO-MADISON-OTSEGO BOCES	230519	7,258.78
Number of Transactions: 1					Warrant Total: 7,258.78
					Vendor Portion: 7,258.78

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 \$ 7,258.78. 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.

10/27/23 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For F - 9: FEDERAL#9, 10/12/2023 For Dates 10/12/2023 - 10/12/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3568	10/12/2023	5985	AMAZON CAPITAL SERVICES	230395	240.88
3569	10/12/2023	7228	UPSTATE SECURITY CONSULTANTS, LLC	230508	12,400.00
Warrant Total:					12,640.88
Vendor Portion:					12,640.88

Number of Transactions: 2

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 12,640.88. 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.

10/12/23 Debra A. Whaley Clerk
Date Signature Title

UNATEGO CSD



Check Warrant Report For H - 10: CAPITAL#10, 10/12/2023 For Dates 10/12/2023 - 10/12/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2029	10/12/2023	5953	A-VERDI LLC	220784	340.00
2030	10/12/2023	3168	ANDREW R MANCINI ASSOC INC	220782	292,476.74
Number of Transactions: 2					
					Warrant Total: 292,816.74
					Vendor Portion: 292,816.74

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 292,816.74. 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.

10/12/23 Debra A Whaley Claims Auditor
Date Signature Title

UNATEGO CSD



Check Warrant Report For H - 11: CAPITAL#11, 10/26/23 For Dates 10/26/2023 - 10/26/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2031	10/26/2023	117	BLANDING ELECTRIC INC.	220785	234,258.12
2032	10/26/2023	7248	PICCIRILLI MECHANICAL INC	*See Detail Report	333,704.41
2033	10/26/2023	4561	R. G. TIMBS, INC.		697.50
2034	10/26/2023	5909	SCHOOLHOUSE CONSTRUCTION SERVICES LLC	210177	55,500.00
Number of Transactions: 4				Warrant Total:	624,160.03
				Vendor Portion:	624,160.03

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 624,160.03. 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.

10/27/23 Debra A Whaley Claims Auditor
Date Signature Title

Unatego Central School District
2023-2024 School Tax Collection Report

Unpaid school taxes in the amount of \$715,513.01 have been forwarded to the Otsego and Delaware County Treasurer's offices to be relieved with the January 2024 Town and County taxes. This total amount includes a penalty of three (3%) percent. These amounts include the library taxes. We will receive the balance of unpaid taxes in the Spring of 2024.

Town	Total Tax Due by Town/Village	Total Paid to Date	Total Base Tax Due	Plus 3% Penalty	Total Unpaid Taxes Submitted to Counties
Franklin	3,392.58	2,970.69	421.89	12.65	434.54
Sidney	611,079.90	544,096.16	66,983.74	2,009.51	68,993.25
Butternuts	52,927.57	44,380.04	8,547.53	256.42	8,803.95
Laurens	12,708.19	12,110.99	597.20	17.91	615.11
Oneonta	61,170.66	61,166.62	4.04	0.12	4.16
Otego	3,124,593.53	2,846,469.10	278,124.43	8,328.21	286,452.64
Unadilla	2,901,561.81	2,561,523.92	340,037.89	10,171.47	350,209.36
Total	6,767,434.24	6,072,717.52	694,716.72	20,796.29	715,513.01

Amount to be paid by
Delaware and Otsego
Counties by 4/30/24

Surplus

IT Tag	Serial	Device
IT0000033892		Smart Board
IT00000	SB6820	Smart Board
IT0000017229		Smart Board
IT0000033854		Smart Board
IT0000017587		Smart Board
IT0000058368		Smart Board
	SB660-R2-309562	Smart Board
IT00000	SB680-R2-580837	Smart Board
IT00000	IT0000017484	Smart Board
IT00000	IT0000058839	Smart Board
IT00000	IT0000058842	Smart Board
IT00000	IT0000058399	Smart Board
	IT0000017517	Smart Projector UF75W
	IT0000033891	HITACHI PROJECTOR
	IT0000033884	Dell TV
	IT0000033885	Dell TV
	IT0000017231	Hitachi Projector
	IT0000058840	SCP712 3M
	IT0000058841	HITACHI PROJECTOR
	IT0000081590	NEC PROJECTOR
	IT0000058393	HITACHI PROJECTOR
	IT0000058397	Elmo
	IT0000033811	3m scr716 projector
	IT0000033853	Smart Projector UF75W
	IT0000033889	Casio Projector
		ELMOIT0000017570
	IT0000104242	dell 5060 optiplex
		dell 5070 optiplex
	IT0000104810	dell 5070 optiplex
	IT0000104814	dell 5070 optiplex
	IT0000104804	dell 5070 optiplex
	IT0000104805	dell 5070 optiplex
	IT0000104811	dell 5070 optiplex
	IT0000104813	dell 5070 optiplex
	IT0000104823	dell 5070 optiplex
	IT0000104824	dell 5070 optiplex
	IT0000104818	dell 5070 optiplex
	IT0000104806	dell 5070 optiplex
	IT0000104808	dell 5070 optiplex
	IT0000104819	dell 5070 optiplex
	IT0000104809	dell 5070 optiplex
	IT0000104799	dell 5070 optiplex
	IT0000104803	dell 5070 optiplex
	IT0000104807	dell 5070 optiplex
	IT0000104801	dell 5070 optiplex
	IT0000104796	dell 5070 optiplex
	IT0000104812	dell 5070 optiplex
	IT0000104798	dell 5070 optiplex
	IT0000104868	dell 5070 optiplex
	IT0000104815	dell 5070 optiplex
	IT0000104820	dell 5070 optiplex

IT0000104795	dell 5070 optiplex
IT0000104793	dell 5070 optiplex
IT0000104816	dell 5070 optiplex
IT0000104802	dell 5070 optiplex
IT0000104794	dell 5070 optiplex
IT0000104800	dell 5070 optiplex
IT0000104817	dell 5070 optiplex
IT0000104821	dell 5070 optiplex
IT0000104315	dell 5060 optiplex
IT0000104327	dell 5060 optiplex
IT0000104369	dell 5060 optiplex
IT0000104370	dell 5060 optiplex
IT0000104871	dell 5060 optiplex
IT0000058945	dell 5050 optiplex
IT0000058904	dell 5050 optiplex
IT0000058907	dell 5050 optiplex
IT0000058992	dell 5050 optiplex
IT0000058977	dell 5050 optiplex
IT0000058395	HITACH PROJECTOR
IT0000104465	5190 CB

Sheila Nolan

Donation

From: David Richards
Sent: Wednesday, November 29, 2023 2:12 PM
To: Sheila Nolan
Subject: FW: Resources purchased: "Only Uke Can Support Music Education!," Proposal # 7845063

FYI

From: Mike Snider <MSnider@Unatego.stier.org>
Sent: Wednesday, November 29, 2023 1:18 PM
To: David Richards <drichards@unatego.stier.org>
Subject: FW: Resources purchased: "Only Uke Can Support Music Education!," Proposal # 7845063

Hi:

See the email below. Katy Bridgers was able to get funding for a class set of ukuleles (25). This is pretty cool. She was very surprised that the full funding came through. Our kids are going to get some exposure to a stringed instrument. 😊

Do we need to present this to the BOE so they can accept the donation?

Thanks,

Mike S.

From: Katy Bridgers <KBridgers@unatego.stier.org>
Sent: Wednesday, November 29, 2023 7:52 AM
To: Mike Snider <MSnider@Unatego.stier.org>; Kaleigh Barber <KBarber@unatego.stier.org>; Mckenzie Rutherford <MRutherford@unatego.stier.org>
Subject: FW: Resources purchased: "Only Uke Can Support Music Education!," Proposal # 7845063

Good morning!

Last night, I got the exciting news that my Donors Choose project for a class set of ukuleles was fully funded! So, that means that sometime in the coming weeks, we will be getting a delivery of 25 ukuleles!!! I just wanted to make sure and give you a heads up so that you can be prepared for this awesome delivery 😊

Thank you so much,
Katy

From: Katy Bridgers <katy.bridgers@gmail.com>
Sent: Wednesday, November 29, 2023 6:46 AM
To: Katy Bridgers <KBridgers@unatego.stier.org>
Subject: Fwd: Resources purchased: "Only Uke Can Support Music Education!," Proposal # 7845063

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

----- Forwarded message -----

From: **DonorsChoose** <no-reply@donorschoose.org>

Date: Wed, Nov 29, 2023, 12:56 AM

Subject: Resources purchased: "Only Uke Can Support Music Education!," Proposal # 7845063

To: Katy Bridgers <katy.bridgers@gmail.com>

DONORS CHOOSE

Dear Ms. Bridgers,

We've ordered your resources for "Only Uke Can Support Music Education!." Now we need you to take 3 easy steps to make sure you receive everything!

1) Verify your Delivery Address

Your materials will ship to this school, which was listed in your teacher account when we placed your order:

Unatego Elementary School
265 Main St
Unadilla, NY 13849-1240

If you've moved to a new school or this address is incorrect, take both of these actions:

- Contact us immediately by selecting the "Materials Ordered for My Project" option on our website's contact form.
- If your school address is incorrect, update your school information through your teacher account as soon as possible.

2) Forward this email to your school's front office. Inform any staff who may sign for packages so they know you're expecting one.

3) Open your boxes right away.

Even if you won't use them right away, make sure the materials are correct, working, and not missing any parts. Items can't be returned in-store without prior approval from DonorsChoose, so see our guidelines if you encounter any problems with your materials — we're here to help.

Except for magazine subscriptions, large furniture, and other special situations, your materials should arrive within 3 weeks of receiving this email. **Shipping times are also affected by the impact of coronavirus, and it may take longer to receive items than usual.** Some items might arrive in multiple packages, even if you only ordered materials from one vendor. Be sure to track your items closely.

If all of your materials do not arrive within 3 weeks, contact us through this link and select the "Materials Ordered for My Project" option.

All resources obtained via DonorsChoose are property of the classroom and are not intended for your personal use. If you have any questions about control or use of your funded resources, see our policy.

Congratulations on creating a winning project!

Sincerely,
DonorsChoose Team

Have questions or want to contact us?

Receiving this email related to your teacher account or proposals is a required part of participating in DonorsChoose per our User Agreement. If you do not want to receive any DonorsChoose mailings like this one, we must close your account. To close your teacher account and stop receiving emails from us, please let us know via our Teacher Contact Us form and select the category Registering / My Account Information.

DonorsChoose, 134 West 37 Street, 11 Floor, New York, NY 10018

November 8, 2023

NOV 07 2023

Dear Dr. Richards and Board of Education Members,

It is with mixed emotions that I submit this letter to you, but I feel the time has come for my journey here to end and the next chapter of my life to begin. I hereby submit this letter of resignation, for the purpose of retirement, effective January 7, 2024.

Thank you for the opportunity to have worked in this district for 26 years.

Respectfully,



Brenda A. Birdsall

NOV 16 2023

To whom it may concern. I am writing this letter to inform you of my resignation of Keyboard Specialist Security Secretary as of November 26th, 2023.

Thank you.

Kaleigh A. Barber

A handwritten signature in black ink, appearing to read 'KAB', with a large, sweeping flourish underneath.

Unatego Central School

PO BOX 483
2641 STATE HIGHWAY 7
OTEGO, NEW YORK 13825-9795
www.unatego.org
FAX (607) 988 -1039

Dr. David S. Richards
Superintendent of Schools
(607) 988 -5038

Patricia Loker
Business Manager
(607) 988-5038

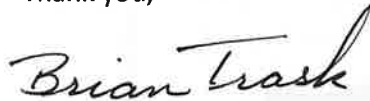
To: Dr. David Richards, Superintendent of Schools

From: Brian Trask, Transportation Director

Date: December 5, 2023

I am recommending Zach Nages, permanent appointment as Building Maintenance Mechanic, effective December 13, 2023.

Thank you,



Brian Trask
Transportation Director/B & G Supervisor

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Rheagan James

POSITION: Substitute Teacher/Aide/LTA

REPLACES: N/A

EFFECTIVE DATE: _____

EDUCATION LEVEL: Currently in college

YEARS OF EXPERIENCE: 0

SALARY: STEP ___ LEVEL ___ \$ _____

CERTIFICATION: N/A

COLLEGE: Binghamton University

REFERENCES CONTACTED:

1. Shannon Adams
2. _____

COMMENTS: Rheagan is a Unatego graduate. She is hardworking and friendly. She can sub at the elementary for the rest of this year and then we will be happy to have her at the MS/HS next year.

Julie Tambora
ADMINISTRATOR SIGNATURE

11/27/23
DATE

Unatego Central School

PO BOX 483
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OTEGO, NEW YORK 13825-9795
www.unatego.org
FAX (607) 988 -1039

Dr. David S. Richards
Superintendent of Schools
(607) 988 -5038

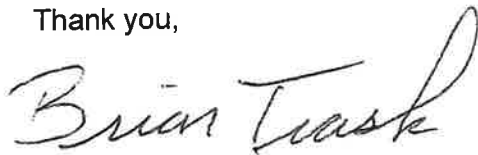
Patricia Loker
Business Manager
(607) 988-5038

Dr. Richards,

I recommend the following for driver in training, effective 11/29/23:

Eddie Dunbar

Thank you,

A handwritten signature in cursive script that reads "Brian Trask". The signature is written in black ink and is positioned above the printed name.

Brian Trask

RECEIVED
NOV 28 2023

McKenzie Rutherford resignation

Mckenzie Rutherford <MRutherford@unatego.stier.org>

Tue 11/28/2023 10:37 AM

To: Mike Snider <MSnider@Unatego.stier.org>

BY:

Hi Mike,

I am writing this letter to let you know that I will be resigning from my position as a special needs aide on December 4, 2023, pending board approval as the new security office secretary (clerical position) which would begin on December 5, 2023.

Thank you,
McKenzie Rutherford



**UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM**

NAME: McKenzie Rutherford

POSITION: Keyboard Specialist/Security Office

REPLACES: Kaleigh Barber

EFFECTIVE DATE: December 5, 2023

EDUCATION LEVEL: Unatego CSD

YEARS OF EXPERIENCE: 0

SALARY: STEP LEVEL \$ 14.95

CERTIFICATION: none

COLLEGE: SUNY Broome CC - Health Science - taking courses

REFERENCES CONTACTED:

1. Mike Snider
2. Kaleigh Barber

COMMENTS: Very responsible. She has subbed in this position and knows
what the job entails. She understands the system that is in place
for busing and attendance. She works well with all staff.



ADMINISTRATOR SIGNATURE

11-28-23

DATE

Sheila Nolan

Subject:

RE: Retirement Notification

RECEIVED
NOV 28 2023

BY:

From: Tina Wetmore <twetmore@unatego.stier.org>

Sent: Monday, November 27, 2023 5:46 PM

To: Gordon Daniels <GDaniels@unatego.stier.org>

Subject: Retirement Notification

Dear Mr. Daniels,

I'm writing this to inform you that I will be resigning from my position as a teacher's aide with the intent to retire as of June 30, 2024.

Sincerely,
Tina Wetmore

Unatego Central School

PO BOX 483
2641 STATE HIGHWAY 7
OTEGO, NEW YORK 13825-9795
www.unatego.org
FAX (607) 988 -1039

Dr. David S. Richards
Superintendent of Schools
(607) 988 -5038

Patricia Loker
Business Manager
(607) 988-5038

November 29, 2023

Approve the following returning non-teaching substitute for the 2023-2024 school year:

Alyssa Perillo (LTA/Aide)

Approve the following returning substitute teacher for the 2023-2024 school year:

Alyssa Perillo

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: VICKI SALISBURY

POSITION: Sub. teacher

REPLACES: N/A

EFFECTIVE DATE: 12-5-23

EDUCATION LEVEL: BS-SUNY ONEONTA; MS-WALDEN UNIV.

YEARS OF EXPERIENCE: 3

SALARY: STEP ___ LEVEL ___ \$ as per UNCERT. SUB rate

CERTIFICATION: No

COLLEGE: SUNY ONEONTA & WALDEN UNIVERSITY

REFERENCES CONTACTED:

- PREVIOUS experience as a
- UNATEGO ~~SUB~~

COMMENTS: UNDERGRAD DEGREE IN EDUCATION
GRAD DEGREE IN CURRICULUM & INSTRUCTION

WOS Richards
ADMINISTRATOR SIGNATURE

11/30/23
DATE

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal



Date: December 1, 2023

Re: Recommendation

I am recommending Gavin Bonczkowski as a substitute (teacher, LTA, aide) for the 2023-24 school year.

Unatego Central School

PO BOX 483
2641 STATE HIGHWAY 7
OTEGO, NEW YORK 13825-9795
www.unatego.org
FAX (607) 988 -1039

Dr. David S. Richards
Superintendent of Schools
(607) 988 -5038

Patricia Loker
Business Manager
(607) 988-5038

December 1, 2023

Dear Dr. Richards and Board of Education,

I am writing to inform you that I will be resigning from my position as food service helper, effective December 4, 2023 to accept a full-time position as a bus aide on December 5, 2023.

Thank you,



Mallorie Bomba

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: Mallorie Bomba

POSITION: Aide

REPLACES: Allison Worman

EFFECTIVE DATE: 12/5/2023

EDUCATION LEVEL: _____

YEARS OF EXPERIENCE: _____

SALARY: STEP _____ LEVEL _____ \$ 14.20

CERTIFICATION: _____

COLLEGE: _____

REFERENCES CONTACTED:

1. _____

2. _____

COMMENTS: Mallorie has been subbing and is
coming on full time.

Brian Trask

ADMINISTRATOR SIGNATURE

12/1/2023

DATE

UNATEGO CENTRAL SCHOOL
NEW EMPLOYEE APPOINTMENT FORM

NAME: MALORY BOMBA

POSITION: SUBSTITUTE Food Service helper

REPLACES: N/A

EFFECTIVE DATE: 12-5-23

EDUCATION LEVEL: 1.5 years of College

YEARS OF EXPERIENCE: 1 yr

SALARY: STEP ___ LEVEL ___ \$ AS per SUB FSA RATE

CERTIFICATION: NA

COLLEGE: SUNY BROOME

REFERENCES CONTACTED:

1. CURRENT employee
2. Luci Hoppes

COMMENTS: _____

Wes Richard

ADMINISTRATOR SIGNATURE

12/1/23
DATE

NOV 11 2023

Dr. David Richards
Unatego Central School District
2641 State Route 7
Otego, NY 13825

Dear Dr. Richards:

It is with a heavy heart that I announce my irrevocable resignation from Unatego Central School District. My last day will be December 31, 2023.

I would like to thank you for the opportunity to serve as Middle School Principal and wish only the best for the students, staff and families of the Unatego school community. Please contact me should you need anything to aid in this transition.

With appreciation,



Tim Simonds

RECEIVED
NOV 29 2023

October 18, 2023

BY:

Dear Mr. Snider,

I would like to formally request an unpaid leave of absence from my current position as Library LTA from the dates of January 29, 2024 - May 10, 2024. During this time, I will be completing the student teaching requirement for my Master's degree in Elementary Education through SUNY Potsdam. I will be completing my student teaching hours at Unatego Elementary with Mrs. Kelly Post in her 4th grade classroom.

Thank you for your consideration.

Sincerely,



Kristin Preston

Unatego Central School District
Special Programs Office
P.O. Box 483
2641 State Highway 7
Otego, NY 13825
www.unatego.org
(607) 988-5034 Fax (607) 988-5070

Memo

To: Dr. Richards
CC: Sheila Nolan

From: Rhonda Burnside

Date: November 30, 2023

Recommendation for Tutoring

I would like to recommend the following personnel for home tutoring for 10 hours weekly for an elementary student and 15 hours weekly for a high school student.

Ruth Modinger – 10 hours weekly at the contracted tutoring rate of \$41.34 per hour plus mileage

Rachael Ryan – 15 hours weekly at the contracted tutoring rate of \$41.34 per hour

These positions are providing home tutoring for two students who are unable to attend school currently.

Thank you.

Rhonda Burnside