

11B. Gen Aid: J/J Schedule 2021-2022

Payment documentation can be found [here](#).

 **SMP-7 - Gen Aid: J/J Schedule Payment Rules** READY FOR REVIEW

1. Prior year Total General Fund Expense from ST-3: PRIORTGFE
 - a. If ST-3 is clean or clean with issue, use Statement A3(#9) /Statement A2(#43)/Sched A4c (#436):Less: Expenditures and refkey 32498 SamsY44
 - b. If not, use 2021-22 Estim Tot Gen Fund Expense AT9999.0 refkey 32499
2. Prior year non-3609a Aids from ST-3: PRIORTXTLMSFTETC
 - a. If ST-3 is clean or clean with issues, use 2021 SUFI 25D0(73) Sched A3/Statement A1: Actual SY Total State Aid refkey 30827 SAMS44 minus [25D0(60) State Aid – Basic Formula Aid refkey 31338 SAMS44 plus 25D0(063) = State Aid – Lottery Aid refkey 31344 SAMS44]
 - b. If not, use A1D0(166) = 2021-22 SUBTOTAL: AIDS IN GENERAL FUND (A+B+C) refkey 87914 minus [A1D0(134) = 2020-21 GEN AIDS EXCL PUB AND PRIV EC AIDS (SUM A) 87910 : 2021SCALC S1D0(007) = 2021-22 Public EC Setaside refkey 53286]
3. Prior year TRS Obligations from ST-3 (for NYC this should be \$0 as they pay TRS directly): PRIORTRSOBL
 - a. If ST-3 is clean or clean with issues, use 25D0(186) = A9020.8 49 348 TRS Contribution – Excluding Employee refkey 32513
 - b. If not, use 92D2(093) = 2020-21 Total TRS (92 084) + refkey 50745 minus 92D2(092) = 2020-21 TRS Employee Contribution

	<p>Add all of these up = Net Total General Fund Expense (Net TGFE)</p>	
<p>N /A?</p>	<p>Be sure the snapshot includes the form set statuses for Form A, FB, FT, ST-3, and Independent Audit:</p> <ul style="list-style-type: none"> • Form Sets certified • Form Sets clean or clean with Issues • Independent Audit approved • Center of Excellence flag set + timestamp 	<p>TBD if this will be needed in new Payments application. We may be able to get these flags directly from SAMS Oracle DB.</p>
<p>2</p>	<p>Calculate the Total Gen Aid Payable by looking at the district's Form A, FB, FT and ST-3 . If Form A, FB, FT are Clean and Form ST-3 is Clean or Clean with Issues, use the "lesser of" value based on the below:</p> <ol style="list-style-type: none"> 1. Dec 2 snapshot General Formula Aid Output Report (Total General Aid, field name below) 2. Feb SA model run General Formula Aid Output Report (Total General Aid field) <p>(for reference please check the output report fields 28 for SA Run and 29 for December 2 snapshot and compare the values. Then use the "lesser of" amount out of those two values).</p> <p>If not all of the forms are in, or all of the forms are in but they are not Clean, use the Feb SA model run General Formula Aid Output Report (Total General Aid field)</p> <p>The proper name for the field we are looking for in the General Formula Aid Output Report is below. It is also refkey 49 788:</p> <p>2021-22 AIDS USED FOR GENERAL AID PAYMENTS THROUGH JUNE 2022, BASED ON DATA FROZEN 12/1/2021 AND RECALCULATED IN MAY 2022 EXCLUDING JULY 2021 DEFERRED PROSPECTIVE BUILDING AID</p>	<p>Current Total General Aids Payable for Districts ESTGROSS – PY 0001</p> <p>If Forms A, FB, FT, and ST-3 are clean</p> <p style="padding-left: 40px;">If 81D0(2) and 08D0(563) and 08D0(565) and [81D0(10) or 81D0(15)] > 0,</p> <p style="padding-left: 40px;">3483 0661 0663 3491 3496</p> <p>then ESTGROSS equals 17D0(155) This item is refkey 49788</p> <p style="padding-left: 40px;">Then PYD2(1) = 17D0(155)</p> <p style="padding-left: 40px;">1818</p> <p>else ESTGROSS equals 94D0(147)This item is refkey 50811</p> <p style="padding-left: 40px;">Else PYD2(1) = 94D0(147)</p>
<p>3</p>	<p>Calculate Total General Aids Payable by checking to see if SED requires the district to have a Contract for Excellence:</p> <ol style="list-style-type: none"> 1. If yes, but there is <u>NO date</u> associated with the contract, total Gen Aid = Estimated Gross Pay – c4E amount 2. If yes, and there <u>IS a date</u> associated with the contract, total Gen Aid = Estimated Gross Pay 3. If no, the system does not need to check for a contract date, and total Gen Aid = Estimated Gross Pay 	<p>IF EXCELLENCE-FLAG (PY210) = 0, then all months Total Gen Aid Payable = ESTGROSS</p> <p>If EXCELLENCE-FLAG (PY210) = 1 and EXCELLENCE-DTE (PY211) = 0, then then all months Total Gen Aid Payable = ESTGROSS minus C4E AMT</p>

9	<p>Calculate May Total General Aid Balance and Gross Pay. Payment amount will be calculated after Spring Advance:</p> <ol style="list-style-type: none"> 1. May Total Gen Aid Balance = Apr Total Gen Aid Balance minus Apr Gross Pay 2. May Gross Pay = May Total Gen Aid Balance minus (Net TFGE * .1) 3. If result is negative number, round to \$0 	<ol style="list-style-type: none"> 1. May Total Gen Aid Balance: AM-TOTGENAIDBAL(2) equals AM-TOTGENAIDBAL (1) minus AM-GROSSPAY(1) 2. May Gross Pay: AM-GROSSPAY(2) equals AM-TOTGENAIDBAL(2) minus [NETTGFE times . 1] 3. If negative, round to \$0
10	<p>Calculate June Total General Aid Balance and Gross Pay. Payment amount will be calculated after Spring Advance using a different processing memo:</p> <ol style="list-style-type: none"> 1. June Total Gen Aid Balance = May Total Gen Aid Balance minus May Gross Pay 2. June Gross Pay = June Total Gen Aid Balance 3. If result is negative number, round to \$0 	<ol style="list-style-type: none"> 1. June Total Gen Aid Balance: JUN-TOTGENAIDBAL equals AM-TOTGENAIDBAL (2) minus AM-GROSSPAY(2) 2. June Gross Pay = June Total Gen Aid Balance: JUN-GROSSPAY equals JUN-TOTGENAIDBAL 3. If negative, round to \$0
11	<p>Calculate Spring Advance Factor based upon the full Sustaining Advance State total of \$2,236,200,000</p> <ol style="list-style-type: none"> 1. Add individual district's April through June Gross Pay amounts from steps 8-10 above 2. Calculate the Advance Factor: 2,236,200,000 / total of district's April through June Gross Pay amounts from step 1 above. Truncate to 12 decimal places. 3. Calculate district's Total Spring Advance by multiplying the Advance Factor by the total of April + May +June Gross Pay amounts. 4. State total for all districts needs to be 2,236,200,000. Be sure to add the final small amount to Dundee CSD to finish this step. 	<ol style="list-style-type: none"> 1. WS-St-Tot-Apr-Jun = AM-GROSSPAY(1) + AM-GROSSPAY(2) + JUN-GROSSPAY 2. Adv-Factor = 2,236,200,000 divided by WS-St-Tot-Apr-Jun 3. TOTSPRADV = Adv-Factor times [AM-GROSSPAY(1) plus AM-GROSSPAY(2) plus JUN-GROSSPAY] 4. Add additional \$3.11 to Dundee to round total up to 2,236,200,000
12	<p>Calculate April Spring Advance Allocation</p> <ol style="list-style-type: none"> 1. If April Gross Pay is less than or equal to the Total Spring Advance amount, the April advance = April Gross Pay 2. If April Gross Pay is more than the Total Spring Advance amount, the April Advance = Total Spring Advance 	<ol style="list-style-type: none"> 1. If AM-GROSSPAY(1) is less than or equal to TOTSPRADV, then AM-ADVANCE (1) equals AM-GROSSPAY(1) 2. Else AM-ADVANCE(1) equals TOTSPRADV
13	<p>Calculate April Gen Aid Payment based upon April Spring Advance</p> <ol style="list-style-type: none"> 1. April Gross Pay minus April Spring Advance Allocation 2. Payment amount will be the check amount 	<ol style="list-style-type: none"> 1. AM-CKBAL-DUE(1) equals AM-GROSSPAY(1) minus AM-ADVANCE(1) 2. AM-GEN-AMTPD(1) = AM-CKBAL-DUE(1)

14	<p>Calculate May Spring Advance Allocation</p> <ol style="list-style-type: none"> 1. Subtract April Spring Advance Allocation from the Total Spring Advance 2. If May Gross Pay is less than or equal to this amount, the May advance = May Gross Pay 3. If May Gross Pay more than this amount, May advance = value from first bullet 	<ol style="list-style-type: none"> 1. TOTSPRADV minus AM-ADVANCE(1) 2. AM-GROSSPAY(2) is less than or equal to [TOTSPRADV minus AM-ADVANCE(1)], then AM-ADVANCE(2) equals AM-GROSSPAY(2) 3. Else AM-ADVANCE(2) equals [TOTSPRADV minus AM-ADVANCE(1)]
15	<p>Calculate May Gen Aid Payment based upon May Spring Advance Allocation</p> <ol style="list-style-type: none"> 1. May Gross Pay minus May Spring Advance Allocation 2. Payment amount will be the check amount 	<ol style="list-style-type: none"> 1. AM-CKBAL-DUJ 0 -1.16 TD [(AM-ADVANCE(2))-278 (equals)NKqualuals May Gross Pay ring 2.
	1.	1.
	1.	1.

19

Process January Gen Aid payment:

1. Check for TRWD approval. If missing, calculate TRWD max, and then actual TRWD deduction. There are no OP or other deductions in Jan, Feb, Mar, April, May Gen Aid payments.
2. Check for pay indicators
 - a. Are form sets certified?
 - i. If no, calculate payment but don't send to SFS
 - ii. If yes + form sets were already certified: pay Jan Gen Aid only
 - iii. If yes + form sets were NOT certified in past: pay Oct Gen Aid up to and including Jan Gen Aid
 - b. Is IA form in?
 - i. If no + school is not Big-5, calculate payment but don't send to SFS (only applies to Big-5 starting with Feb Gen Aid payment_)
 - ii. If yes + this has already been approved, pay whatever the district is eligible for in 3 above
 - iii. If yes + this was approved first time in Jan, pay Oct - Jan Gen Aid
3. Create GAAP certificate
4. Post payment to NYSED site (*discuss process with Josh, it sounds like there is a new way of posting payments. The J/J schedule is not revised, payments are posted elsewhere.*)

1. TRWD: Same rules as Dec Gen Aid, taking into account current month + prior months' gross pay.

2. Pay indicator formula:
PY0200 and PY0202 and PY0204 and PY0206 and PY0209 > 0

Then PY0432 = 1

Else PY0432 = 0

December's Pay Indicator - PY 0357 - GENPAY-IND(3)

If PY0432 = 1 and PY0357 = 0

Then PY0357 = 1

Else PY0357 remains the same.

October & November Pay Indicators - PY0311 & PY0265 - GENPAY-IND(2) and GENPAY-IND(1)

If PY0432 = 1 and PY0311 = 0

Then PY0311 = 1 and PY0265 = 1

Else PY0311 and PY0265 remain the same.

If PY0200 and PY0202 and PY0204 and PY0206 > 0 and PY0209 = 0 and PY0311 = 0

Then PY0311 = 1 and PY0265 = 1

Else PY0311 and PY0265 remain the same.

If PY0200 and PY0202 and PY0204 and PY0206 > 0 and PY0209 = 0 and PY0311 = 2

Then PY0311 and PY0265 remain the same

For BIG 5 only:

If PY0200 and PY0202 and PY0204 and PY0206 > 0

Then PY0432 = 1

Else PY0432 = 0

October, November & December's Pay Indicator PY0265, PY0311 & PY0357 - GENPAY-IND(1), (2) & (3)

If PY0432 = 1 and PY0357 = 0

Then PY0357 = 1 and PY0311 = 1 and PY0265 = 1

Else PY0357, PY0311 and PY0265 remain the same.

3.

January Check Amount: **JM-CHECK-AMT(1)**

PY0447 = PY0446 plus any previous month GEN-AMTPD(x) with a corresponding pay indicator equal to 1. Run GAAP based on voucher memo from Payment Unit staff.

<p>21</p>	<p>Process March Gen Aid payment:</p> <ol style="list-style-type: none"> 1. Check for TRWD approval. If missing, calculate TRWD max, and then actual TRWD deduction. There are no OP or other deductions in Jan, Feb, Mar, April, May Gen Aid payments. 2. Check for pay indicators <ol style="list-style-type: none"> a. Are forms certified? If no, calculate payment but don't send to SFS b. If yes + form sets were certified already: pay Mar Gen Aid only c. If yes + form sets were NOT certified in the past, pay Oct Gen Aid up to and including Mar Gen Aid 3. Is IA form in? <ol style="list-style-type: none"> a. If no, calculate payment but don't send to SFS b. If yes + this has already been approved, pay whatever the district is eligible for in 3 above c. If yes + this was approved first time in Mar, pay Oct - Mar Gen Aid 4. Create GAAP certificate 5. Post payment to NYSED site (<i>discuss process with Josh, it sounds like there is a new way of posting/revising payments. The J/J schedule is not revised, payments are posted elsewhere.</i>) 	<ol style="list-style-type: none"> 1. TRWD: Same rules as Dec Gen Aid, taking into account current month + prior months' gross pay. See step 21. Reminder to use the file provided by State Aid in September which includes last year's Total Gen Aid Base. 2. Pay indicator <p><i>PY0200 and PY0202 and PY0204 and PY0206 and PY0209 > 0</i></p> <p style="margin-left: 40px;"><i>Then PY0514 = 1</i></p> <p style="margin-left: 40px;"><i>Else PY0514 = 0</i></p> <p style="text-align: center;"><i>Feb, Jan & Dec Pay Indicators – PY0473, PY0432 & PY0357 – JM-GENPAY-IND(2), JM-GENPAY-IND(1) and GENPAY-IND(3)</i></p> <p><i>If PY0514 = 1 and PY0473 = 0</i></p> <p style="margin-left: 40px;"><i>Then PY0473 = 1 and PY0432 = 1 and PY0357 = 1</i></p> <p style="margin-left: 40px;"><i>Else PY0473 and PY0432 and PY0357 remain the same</i></p> <p style="text-align: center;"><i>Nov & Oct Pay Indicators – PY0311 & PY0265 – GENPAY-IND(2) and GENPAY-IND(1)</i></p> <p><i>If PY0514 = 1 and PY0311 = 0</i></p> <p style="margin-left: 40px;"><i>Then PY0311 = 1 and PY0265 = 1</i></p> <p style="margin-left: 40px;"><i>Else PY0311 and PY0265 remain the same</i></p> <p style="margin-left: 40px;"><i>If PY0200 and PY0202 and PY0204 and PY0206 > 0 and PY0209 = 0 and PY0311 = 0</i></p> <p style="margin-left: 80px;"><i>Then PY0311 = 1 and PY0265 = 1</i></p> <p style="margin-left: 80px;"><i>Else PY0311 and PY0265 remain the same.</i></p> <p><i>If PY0200 and PY0202 and PY0204 and PY0206 > 0 and PY0209 = 0 and PY0311 = 2</i></p> <p style="margin-left: 40px;"><i>Then PY0311 and PY0265 remain the same</i></p> <p><u><i>March Check Amount:</i></u></p>
<p>1.</p>		

1. ESFY-PRIORDUE is the same value as JUN-PRIOR-DUE
2. The Payments team will also supply a file including all of the deductions needed for ESFY. Today this is stored as **ESFY-KPOTHER** and is basically a total of the below:
 - a. Overpayments not deducted from Spring Advance: **(SPR-OP-NOTDEDUCT, will be stored in db)**
 - b. R-B not deducted from Spring Advance **(R-BNOTDEDUC, will be stored in db)**
 - c. Dorm Part 1 which wasn't deducted from Dec Gen Aid payment **(DORM-PART1NOTDED, will be stored in db)**
 - d. Overpayments from EFRT (fyi this is not pulled from EFRT in March. The next EFRT pull will be in June as part of the June overpayment steps.)
 - e. Overpayment spreads from EFRT. When the district gets notification of a revision (aka overpayment on effort), they have the ability to apply for a three year spread. An even spread refers to splitting up the OP over three years. Uneven spread means different amounts would be paid out. This is done offline in spreadsheets. Not in scope for initial Payments application.
3. The Payments team will supply a file with the TRWD amount for each district. Today this is stored as **ESFY-TRWD-TOT**.
 - a. If the district has a Transparency Withhold and they are now eligible to receive the withheld amount, this will be paid in June.
4. Calculate the June estimate for ESFY, aka "Estimated Net June Prior ESFY", aka **ESFY-PRI-NET**, which is the sum of the deductions above (ESFY-KPOTHER) and the TRWD withhold amount (ESFY-TRWD-TOT). This amount is needed in order to create the ESFY factor.
 - a. If the district isn't eligible for payment, ESFY-PRI-NET should default to zero.
 - b. If the district is eligible for payment, the value should be either greater than or equal to zero. If the number is negative, round to zero
 - c. If the number is negative, flag for Payment team - **Josh, do we still need to do this?**
5. Calculate ESFY factor, a multiplier used similar to the Spring Advance factor:
 - a. Divide Total Remaining GSPS Funds (to be entered manually by Payments) by Statewide Total of ESFY-PRI-NET to 12th digit truncated (not rounded)
6. Calculate ESFY payment by multiplying factor by each district's ESFY-PRI-NET. All districts must add up to GSPS balance. Add remaining to Dundee.

<p>24</p>	<p>Process April Gen Aid payment:</p> <ol style="list-style-type: none"> 1. Check for TRWD approval. If missing, calculate TRWD max, and then actual TRWD deduction. There are no OP or other deductions in Jan, Feb, Mar, April, May Gen Aid payments. 2. Check for pay indicators <ol style="list-style-type: none"> a. Are forms certified? If no, calculate payment but don't send to SFS b. If yes + form sets were certified c. 3. <ol style="list-style-type: none"> a. b. c. 4. 5. 	<ol style="list-style-type: none"> 1. 2.
	<ol style="list-style-type: none"> 1. 2. <ol style="list-style-type: none"> a. b. c. 3. <ol style="list-style-type: none"> a. b. c. 4. 5. 	<ol style="list-style-type: none"> 1. 2.

End of State Fiscal Year (ESFY)

- ESFY - is bit more tricky and unique. Mar 31 is end of state fiscal year, so all of the GSPS funds (general support for public schools) need to be used up by then. The \$\$ is every changing until the last minute. Today Payment tells Lisa what the remaining balance is. Future state should be user entered.
- The \$\$ is based upon JUN-PRIOR-DUE, but for ESFY has new value ESFY-PRIORDUE.