

= Required Field

Agency Name:	Hallmark Central School District	Riverdale
Mailing Address:	123 Gold Crown Lane	County
	Hallmark, NY 12345	

Agency Code:	<input type="text" value="123456789100"/>	Amendment #:	<input type="text" value="001"/>
Project Number:	<input type="text" value="0409-24-9999"/>		
Contract #:	<input type="text"/>		
Contact Person:	<input type="text" value="Peter Frank"/>	Tel:	<input type="text" value="123-456-7890 x002"/>
E-mail Address:	<input type="text" value="Peter.Frank@HallmarkCSD.org"/>		

INSTRUCTIONS

- Submit the original and two copies directly to the same State Education Department office where budget was mailed. DO NOT submit this form to Grants Finance.
- This form need only be submitted for budget changes that require prior approval as follows:
 - Personnel positions, number and type
 - Equipment items having a unit value of \$5,000 or more, number and type
 - Minor remodeling
 - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
 - Any increase in the total budget amount.
- Amendment # at top of this page must be completed.
- If extra room is needed for explanations, expand the rows using the row breaks on the left.
- Do not use the FS-10-A for requesting a project extension.

CHIEF ADMINISTRATOR'S CERTIFICATION

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

Date: _____ Signature: _____

FOR DEPARTMENT USE ONLY

Program Approval: _____ Date: _____

Finance: Logged

Approved

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
15 - Professional Salaries	Project Coordinator at 1.0 FTE left mid-year and not replaced		\$45,000
16 - Support Staff Salaries	1.0 FTE Teacher Aide added to assist in classroom coverage	\$18,500	
40 - Purchased Services	Little Friends Preschool increased enrollment by 1.0 FTE student (+\$5,700) Yummy in my Tummy meal increase 1.0 FTE student x 180 days x \$5 (+\$900)	\$6,600	
45 - Supplies & Materials	Classroom consumables: Construction paper, glue, paint, markers, play-doh, sand, brushes, sponges (10 x \$1,990 per classroom)	\$19,900	
46 - Travel Expenses			
80 - Employee Benefits			
90 - Indirect Cost			
49 - Boces Services			
30 - Minor Remodeling			
20 - Equipment			
	Total Increase or Decrease:	(+) \$ 45,000	(-) \$ 45,000
	Net Increase or Decrease:	\$ 0	
ENTER BUDGET >	Previous Budget Total:	\$	1,069,987
	Proposed Amended Total:	\$	1,069,987