

NEW YORK STATE ADMINISTERED PREKINDERGARTEN FISCAL GUIDANCE WEBINAR SERIES

FS-10A – BUDGET AMENDMENTS

Presented by Vicky Woods, Eric Feml-Nelsen, and James Bordis



OFFICE OF EARLY LEARNING

Provides:

- direction and support for statewide policies and programs related to best practices for PreK to third grade
- supports to school districts to promote high quality PreK programs
- guidance for Voluntarily Registered Nursery Schools and Direct Contract Agencies
- technical assistance to early learning providers, school districts, families, and other stakeholders

Reviews and analyzes research to inform the development of policies related to early childhood education

Administers and monitors State Funded Universal Prekindergarten programs



2023-2024 PREK IMPORTANT DATES AT A GLANCE



20 21 27 28

Su M

3 4 10 11 17 18

24 25

Su M

Office of Early Learning - State Administered Prekindergarten

2023-2024 Important Dates at a Glance

1	222	_		Lub.	_	_					Income	
July 2				July			Janua				January	
Tu W	Th	F	Sa	1 2023-24 Program Year Begins	Su	M		/ т		Sa	1	New Year's Day
		-	1	4 Independence day	-	1	_	4	_	6	15	Martin Luther King Jr. Day
4 5	6	7	8	31 2022-23 FS-10F due to Office of Early Learning	7	8	-	0 1	_	_		
11 12		14	15	2022-23 SUFDPK M/WBE Compliance Reports due	14	15		7 1	_	20		
18 19	20	21	22		21	22	_	4 2	5 26	27		
25 26	27	28	29		28	29	30 3	·				
August	2023			August		_	Februa	y 202	4		February	
Tu W	Th	F	Sa	17 Office of Early Learning - In person P-3 Institute (Albany)	Su	м	Tu N	ί TI	1 F	Sa	12	Lincoln's Birthday
1 2	3	4	5					1	2	3	19	President's Day
8 9	10	11	12		4	5	6	8	9	10		
15 16	17	18	19		11	12	13 1	4 1:	5 16	17		
22 23	24	25	26		18	19	20 2	1 2	2 23	24		
29 30	31				25	26	27 2	8 2)			
Septembe		3		September			Marc	2024			March	
Tu W	Th	F	Sa	4 Labor Day	Su	M	Tu \	/ Т		Sa	15	PreK BEDS day - Final Child Counts Due
		1	2	29 2023-24 PreK applications due in MVPS					1	2	UPK:	Project Numbers 0409, 5870 - submit via SIRS
5 6	7	8	9	2023-24 FS-10 due to the Office of Early Learning	3	4	5	i 7	8	9	SUFDPK	Project Numbers 0545,0546, 5875 - submit via MVPS
12 13	14	15	16		10	11	12 1	3 14	l <u>15</u>	16		Districts and Agencies will be notified via e-mail
19 20	21	22	23		17	18		0 2	_	23		when MVPS survey is available.
26 27	28	29	30		24	25	26 2	7 2	3 29	30		
					31							
October	2023			October			Apri	2024			April	
		-			0		-		-	~		
Tu W	Th	F	Sa	2 SUFDPK / VRNSK 2023-24 Monitoring Season Begins	Su	M		/ T		Sa		
3 4	5	6	7	2 SUFDPK / VRNSK 2023-24 Monitoring Season Begins 9 Columbus Day		1	2	4	5	6		
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3 4 10 11 17 18 24 25	5 12 19	6 13 20	7 14 21	· ·	7 14 21	1 8 15 22	2 9 1 16 1 23 2	4 0 1 7 1	5 12 19	6 13 20		
3 4 10 11 17 18 24 25	5 12 19 26	6 13 20 27	7 14 21	· · ·	7 14 21	1 8 15 22	2 9 1 16 1 23 2 30	4 0 1 7 1	5 12 19	6 13 20	May	
3 4 10 11 17 18 24 25 31	5 12 19 26	6 13 20 27	7 14 21	9 Columbus Day	7 14 21	1 8 15 22	2 9 1 16 1 23 2 30	4 0 1 7 1 4 2 2024	5 12 3 19 5 26	6 13 20	<u>Мау</u> 27	Memorial Day
3 4 10 11 17 18 24 25 31 Novembe	5 12 19 26 7 2023	6 13 20 27	7 14 21 28	9 Columbus Day	7 14 21 28	1 8 15 22 29	2 9 1 16 1 23 2 30 May Tu 1	4 0 1 7 1 4 2 2024	5 12 12 19 26	6 13 20 27	-	Final receipt date of 2023-24 Budget Amendments (FS-10
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WELCOME

OUR DISCUSSION WILL COVER:

- What is an FS-10A
- Its purpose
- How to complete an FS-10A accurately
- Submission protocols



REQUIRED MATERIALS

- Sample Completed
 FS-10 Approved
 Budget Form
- Sample Completed FS-10A – Budget Amendment Form

The University of the State of New York THE STATE EDUCATION DEPARTM FEDERAL OR STATE PROJECTION FS-10 (03/15) FS-10 (03/15) FS-10 (03/15) FS-10 (03/15)						
Local Agency Information						
Funding Source: State UPK Allocation						1
Report Pre	pared By:	Peter Frank				
Agen	cy Name:	Halimark Central So	hool Distric	t		4
Mailing	Address:	123 Gold Crown La				
			St	reet		
		Hallmark	NY		12345	
		City	State		Zip Code	4
Telephone # of Report Preparer:	123-456-	7890 x002	County:	Riverdale]
E-mail Address:	Peter.Fra	ank@HallmarkCSD.or	a			
Project Fundi	ng Dates:	7/1/2023 Start	6/3		30/2024 End	
		INSTRU	JCTIONS			
INSTRUCTIONS Submit the original FS-10 Budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to Grants Finance. The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.						

- An approved copy of the FS-10 Budget will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate and confined to the address field without altering the formatting.
- For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at http://www.oms.nysed.gov/cafe/guidance/.

		= Required Field
Agency Name:	Hallmark Central School District	Riverdale
Mailing Address:	123 Gold Crown Lane	County
	Hallmark, NY 12345	
Agency Code: [Project Number:]	123456789100 0409-24-9999	Amendment #: 001
Contract #: Contact Person:	Peter Frank	Tel: 123-456-7890 x002
E-mail Address:	Peter.Frank@HallmarkCSD.org	

PROPOSED AMENDMENT FOR A

FEDERAL OR STATE PROJECT FS-10-A (03/15)

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:
 Democratic applications and tags
 - 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.

The University of the State of New York

THE STATE EDUCATION DEPARTMENT

- 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 arm aware that any false,fictitious, or fraudulent information, or the omission of any material fact may subject me to or iminal, civil, or administrative penaltiesfor fraud, false statements, false claims, or otherwise. (U.S. Code Tritle 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

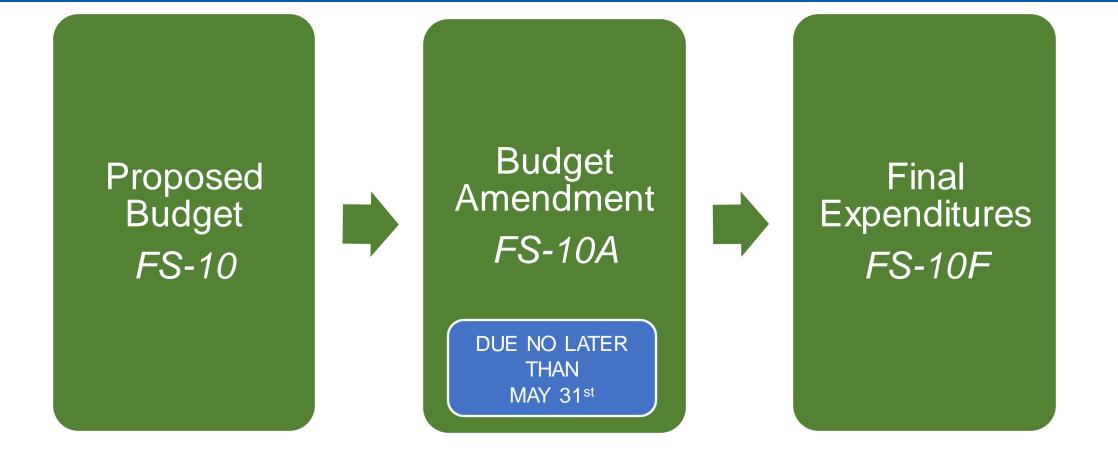
Date:

		FOR DEPARTMENT USE ONLY		
Program Approval:			Date:	
Finance:	Logged	Approved		

Signature:



PROGRAM YEAR: JULY 1st - JUNE 30th





AN FS-10A IS REQUIRED WHEN:



- Increasing or decreasing any budget category/code
- Increasing or decreasing the total budget amount
- Adding equipment
- Making changes in personnel positions
- Minor remodeling
- Adding indirect costs



FS-10A FORMS CAN BE FOUND HERE

THE STATE EI	y of the State of New York UCATION DEPARTMENT ions for mailing address)	A FEDERAL OR	MENDMENT FOR 8 STATE PROJECT 10-A (03/15)
Agency	Name and Address	-	
		-	
		Co	unty
Agency Code:			Amendment #
Project #:			
Contract #:			
Contact Person:		Tel. #:	
E-Mail Address:			
	INSTRU	UCTIONS	
 Personnel p Equipment Minor remo Any increas \$1,000, whi Any increas Amendment # at to 	be submitted for budget changes that requessitions, number and type tiens having a unit value of \$5,000 or mo deling use in a budget subtotal (professional sal chever is greater e in the total budget amount. op of this page must be completed. 10-A for requesting a project extension	re, number and type aries, purchased services, travel, (etc.) by more than 10 percent o
	CHIEF ADMINISTRA	TOR'S CERTIFICATION	
and the expenditure and conditions of th omission of any ma	rt, I certify to the best of my knowledg s, disbursements, and cash receipts. e Federal (or State) award. I am ava terial fact, may subject me to criminal nwise. (U.S. Code Title 18, Section 1 SIGNATURE:	are for the purposes and object re that any false, fictitious, or fra civil, or administrative penaltie	ives set forth in the terms audulent information, or the s for fraud, false statements, 9-3730 and 3801-3812).
	FOR DEPART!	MENT USE ONLY	
Program Approval:		Date:	
Finance:			

EXPLANATION SUBTOTAL SUBTOTAL SUBTOTAL (Provide same detail as required in INCREASE DECREASE FS-10 Budget) 15 Professional Salaries 16 Support Staff Salaries 40 Purchased Services 45 Supplies & Materials 46 Travel Expenses 80 Employee Benefits 90 Indirect Cost 49 BOCES Services 30 Minor Remodeling 20 Equipment (-) \$ **Total Increase or Decrease** (+) \$ Net Increase or Decrease S Previous Budget Total \$ Proposed Amended Total S

FS-10-A Page 2



RESPONSIBILITIES WHEN COMPLETING THE FS-10A



- 1. All proposed expenditures are approved costs for the prekindergarten program.
- 2. The costs projected in the FS-10A are appropriate, reasonable, and necessary.
- 3. Accuracy of calculations



FS-10A PAGE 1 – MUST INCLUDE

- Agency Name, address, county
- Agency Code 12-digit BEDS Code
- Amendment Number
- Project number
- Contract number
- Contact person and related contact information
- Original Signature

	ne State of New York	FEDERAL C	AMENDMENT FOR A OR STATE PROJECT 10-A (03/15) equired Field
Agency Name:	Hallmark Central School District		Riverdale
Mailing Address:	123 Gold Crown Lane Hallmark, NY 12345	_	county
Agency Code:	123456789100	Amo	ndment #: 001
Project Number:	0409-24-9999	Ame	idment #: 001
Contract #:			
Contract #:	Peter Frank	Tel:	123-456-7890 x002

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	ADMINISTRAT	OR'S	CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, & accurate, & th	1e
expenditures, disbursements, & cash receipts are for the purposes& objectives set forth in the terms & conditions of th	e
ederal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material	
act may subject me to criminal, civil, or administrative penaltiesfor fraud, false statements, false claims, or otherwise.	
U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).	

Signature:	
ARTMENT USE ONLY	
Date:	



FS-10A – PAGE 2

- Provide a very clear, specific, and detailed description of the changes being made to each code.
- If increasing a Code complete the subtotal increase column.
- If decreasing a Code, complete the third column subtotal decrease column.

FS-10-A Page 2							
sı	JBTOTAL (Provide same detail as required in FS-10 Budget)		SUBTOTAL INCREASE	SUBTOTAL DECREASE			
	Professional Salaries						
16	Support Staff Salaries						
	Purchased Services						
	Supplies & Materials						
	Travel Expenses						
80	Employee Benefits						
	Indirect Cost						
	BOCES Services						
	Minor Remodeling						
20	Equipment						
		Total Increase or Decrease	(+) \$	(-) \$			
		Net Increase or Decrease		S			
		Previous Budget Total		S			
		Proposed Amended Total		S			



HALLMARK CENTRAL SCHOOL DISTRICT



Hallmark School District needs to make changes to its approved budget. The following examples will walk participants through the amendment process.

Please have your sample FS-10 and FS-10A handouts available.



CODE 15 – PROFESSIONAL SALARIES

ORIGINAL FS-10

SALARIES FOR PROFESSIONAL STAFF					
Subtotal - Code 15 \$130,00					
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary		
Project Coordinator	1.00	\$90,000	\$90,000		
Behavior Specialist	0.50	\$80,000	\$40,000		

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



CODE 16 – SALARIES FOR SUPPORT STAFF

ORIGINAL FS-10

SALARIES FOR SUPPORT STAFF				
Subtotal - Code 16 \$30,0				
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary	
Teacher Aide	1.00	\$25,000.00	\$25,000	
Nurse	0.20	\$25,000.00	\$5,000	

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
16 - Support Staff Salaries	1.0 FTE Teacher Aide added to assist in classroom coverage	\$18,500	



CODE 40 – PURCHASED SERVICES

ORIGINAL FS-10

PURCHASED SERVICES				
Subtotal - Code 40 \$200,5				
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure	
UPK Instructional Services	Little Friends Preschool	10 x \$5,700 per student	\$57,000	
PreK Assessment	Valid and Reliable Assessment	150 students x \$30 per assessment	\$4,500	
Environmental Observations	Child Care, Inc.	20 observations x \$200 per class	\$4,000	
Lunch and Snack	Yummy in my Tummy, LLC	150 students x 180 days x \$5 per day	\$135,000	

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
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	



CODE 45 – SUPPLIES AND MATERIALS

ORIGINAL FS-10

SUPPLIES AND MATERIALS				
Subtotal - Code 45			\$37,500	
Description of Item	Quantity	Unit Cost	Proposed Expenditure	
Tablets	10.00	\$1,000.00	\$10,000	
Curriculum/Theme Supplies	10 Classrooms	\$2,000.00	\$20,000	
New Classroom Books	3 Bulk Packs	\$2,500.00	\$7,500	

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
45 - Supplies & Materials	Classroom consumables: Construction paper, glue, paint, markers, play-doh, sand, brushes, sponges (10 x \$1,990 per classroom)	\$19,900	



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:	s			1,069,987
	Proposed Amended Total: \$				1,069,987

FS-10A

SUMMARY PAGE

COMMON ISSUES THAT DELAY APPROVAL

- Trying to reduce a category that originally has nothing budgeted in it
- Computation errors
- Trying to increase the bottom line to more than what is available
- Not recalculating indirect cost based on changes to budget categories
- Missing an original wet ink signature



IMPORTANT FS-10A REMINDERS

- Work from the original approved budget
- Multiple proposed budget amendments may be submitted in a single program year
- Confirm final child counts in March and complete an amendment if necessary
- Any changes in child counts from the original application and budget will require an amendment to show the increase or decrease in funding
- Unspent funds do not carry over into the next project year.
- Include an original signature





PLEASE MAIL ALL FS-10A FORMS TO:

NEW YORK STATE EDUCATION DEPARTMENT THE OFFICE OF EARLY LEARNING, EB 5MW 89 WASHINGTON AVE. ALBANY, NY 12234

For additional information: <u>OEL@NYSED.GOV</u> and/or <u>Sign Up for OEL Updates</u>

