

REVISED APRIL 2024

Fiscal Flow Chart



New York
21st Century Community Learning Centers
SOARING BEYOND EXPECTATIONS

Subgrantee
Submits:

FS-10 Budget Packet

Due May 15th
to SSS

(FS-10, MWBE documents, Composite
Budget and Budget Narrative)

SSS
preliminary
approval

MWBE
approval

Grants
Finance
approval

CAU
(if applicable)

CAU process:

The contract is sent to, signed by,
and received from:

- The subgrantee
- Office of Counsel
- Office of Attorney General
- Office of State Comptroller

FS-87-R
(if applicable)
Due January
to GF

Grants
Finance
approval

Subgrantee
submits
FS-10-A to SSS

FS-10-A
Due April 15th
to SSS via SMA

(FS-10-A, updated Budget Narrative,
MWBE documents, and Composite Budget)
(FS-87-R if applicable)

SSS
preliminary
approval

MWBE
approval

Grants
Finance
approval

FS-25
Due Quarterly
to GF

Grants
Finance
approval

FS-10-F
Due September 30th
to GF

Grants
Finance
approval

Fiscal Acronyms

CAU: Contract Administration Unit
GF: Grants Finance
M/WBE: Minority/Women-Owned
Business Enterprise
PTS: Project Tracking System
SMA: Survey Monkey Apply
SSS: Student Support Services
(Program Office)

Fiscal Forms

FS-10: Budget
FS-10-A: Budget Amendment
FS-10-F: Final Expenditure Report
FS-25: Request for Funds
FS-87-R: Request to Increase Indirect
Cost Rate