

# Fiscal Presentation and Q&A

---

**Kyle McHugh**  
**Dana Wagemaker**  
**Gwyn Marschman**



New York State  
**EDUCATION DEPARTMENT**  
Knowledge > Skill > Opportunity

- [EMSC21stCCLC@nysed.gov](mailto:EMSC21stCCLC@nysed.gov)

# Agenda

---

- Due Dates
- Tips to Expedite Budget Approvals
- Indirect Cost
- Budget Reductions
- Q&A

- [EMSC21stCCLC@nysed.gov](mailto:EMSC21stCCLC@nysed.gov)

# Due Dates

|  |                             |
|--|-----------------------------|
| <b>Budget Amendments for Year 2</b> <ul style="list-style-type: none"><li>• FS-10A, Updated Budget Narrative, Composite Budget, and MWBE Documents</li><li>• Submitted in Survey Monkey Apply.</li></ul>   | <b>April 15th, 2024</b>     |
| <b>Budget Packet for Year 3</b> <ul style="list-style-type: none"><li>• FS-10</li><li>• Budget Narrative *NEW*</li><li>• Composite Budget</li><li>• MWBE Packet</li><li>• Send to <a href="mailto:EMSC21stCCLC@nysed.gov">EMSC21stCCLC@nysed.gov</a></li></ul> | <b>May 15th, 2024</b>       |
| <b>Final Expenditure Report for Year 2</b> <ul style="list-style-type: none"><li>• FS-10F</li><li>• Send directly to Grants Finance</li></ul>  | <b>September 30th, 2024</b> |

# Tips to Expedite Budget Approvals

## FS-10

- Excel is easier and faster!
- Do not send the budget summary page until NYSED requests it

## Project number

- 0187-24-8\*\*\*
- 0187-25-8\*\*\*

Page 1 of 2

**BUDGET SUMMARY**

| SUBTOTAL               | CODE | PROJECT COSTS |
|------------------------|------|---------------|
| Professional Salaries  | 15   |               |
| Support Staff Salaries | 16   |               |
| Purchased Services     | 40   |               |
| Supplies and Materials | 45   |               |
| Travel Expenses        | 46   |               |
| Employee Benefits      | 80   |               |
| Indirect Cost          | 90   |               |
| BOCES Services         | 49   |               |
| Minor Remodeling       | 30   |               |
| Equipment              | 20   |               |
| Grand Total            |      | \$0           |

Agency Code:

Project #:

Contract #:

Agency Name:

**FOR DEPARTMENT USE ONLY**

- [EMSC21stCCLC@nysed.gov](mailto:EMSC21stCCLC@nysed.gov)

# Tips to Expedite Budget Approvals

---

**\*New\*** Budget Narrative form required

Step 1: Create a budget narrative.

Step 2: Easily identify changes when you amend.



- [EMSC21stCCLC@nysed.gov](mailto:EMSC21stCCLC@nysed.gov)

# Tips to Expedite Budget Approvals

## FS-10A

- Excel is easier and faster!
- Do not send the signed FS-10A until NYSED requests it.

## Changes in vendors/partners may not need a budget amendment.

- Program modifications are still needed.
- MWBE forms may need to be modified.

- [EMSC21stCCLC@nysed.gov](mailto:EMSC21stCCLC@nysed.gov)

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT

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

= Required Field

Agency Name: \_\_\_\_\_ County: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Agency Code: \_\_\_\_\_ Amendment #: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Contract #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**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's 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:

# Indirect Cost

- Indirect Cost is an Administrative cost.
  - 10% cap on administrative costs in the Composite Budget
- Recalculate your Indirect Cost when you do an amendment (even if you don't touch that code, you might affect it).

| INDIRECT COST   |  |  |
|---|--|--|
| A.  | Modified Direct Cost Base -- Sum of all preceding subtotals(codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds) <b>**Manual Entry</b> |  |
| B.  | Approved Restricted Indirect Cost Rate   |  |
| C.  | Subtotal - Code 90   |  |
| For your information, maximum direct cost base =  |  |  |
| To calculate Modified Direct Cost Base, reduce maximum direct cost base by the portion of each subcontract exceeding \$25,000 and any flow through funds. |  |  |
|   |  |  |

- [EMSC21stCCLC@nysed.gov](mailto:EMSC21stCCLC@nysed.gov)

# Budget Reductions

---

- Memo sent on April 8, 2024 with details.
- Attendance is due in EZReports July 15th, 2024.
- Notifications to subgrantees that need a budget reduction will go out from program staff soon after.
- Budget Reductions require an amendment (deadline TBD).
- If we do not receive an amendment, NYSED will start by reducing Indirect Costs.
- New Round 8A subgrantees (8136-8153) are not subject to budget reductions this year.
- [EMSC21stCCLC@nysed.gov](mailto:EMSC21stCCLC@nysed.gov)





# Q&A

---



- [EMSC21stCCLC@nysed.gov](mailto:EMSC21stCCLC@nysed.gov)

# Participant Survey

---



## Speed Session

Fiscal  
Presentation  
& Q&A.