

2024-2025 NYS ADMINISTERED PREK FISCAL GUIDANCE WEBINAR SERIES

FS-10A - BUDGET AMENDMENTS

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



THE 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



2024-2025 Office of Early Learning Important Dates Calendar **State Administered Prekindergarten**

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2024-25 Program Year Begins Independence day 2023-24 NYS Prekindergarten Final Report due in MVPS 2023-24 SUFPDK M/WBE Compliance Reports due 2023-24 FS-10Fs due to Grants Finance

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State-Administered Prekindergarten Applications for 2024-25 due in MVPS

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Su	М	Tu	W	Th	F	Sa	1	25-26 UPK Application Opens				
			_	1	2	3	26	Memorial Day				
4	5	6	7	8	9	10	30	Final receipt date of 2024-25 Budget				
11	12	13	14	15	16	17		Amendments (FS-10A) to OEL				
18	19	20	21	22	23	24		2024-25 Updated or Revised M/WBE Documents				
25	26	27	28	29	30	31		Goal Calculation Worksheet				
		h	ine 20	25			June					
Su	M	Tu	W	Th	F	Sa	6	2024-25 SUFDPK / VRNSK Monitoring Season				
1	2	3	4	5	г 6	5a 7		Ends				
8	9	10	4	12	13	, 14	19	Juneteenth				
15	16	17	18	12	20	21	30	2024-25 Program Year Ends				
22	23	24	25	26	27	28						
29	30	24	25	20	21	20						
			_		_							

l	2	Labor Day

October

2024-25 SUFDPK / VRNSK Monitoring Season Begins Columbus Day

Noven	nber
11	Veterans Day

Thanksgi∨ing

ecember

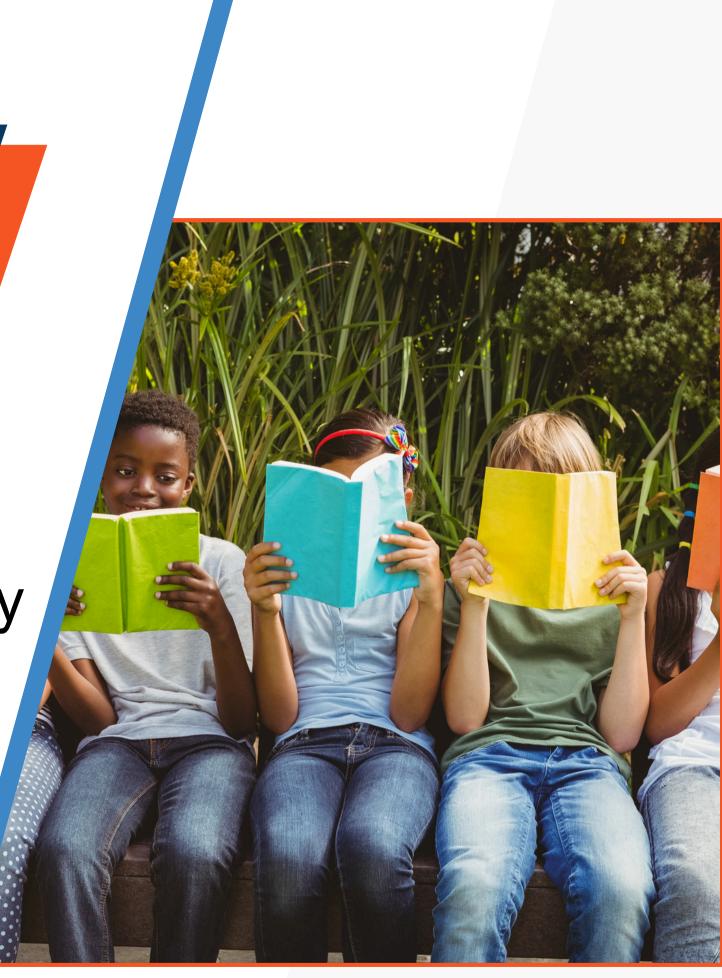
5 Christmas Day

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emplate	S	2021	D Y V	entex42.com.	Fiee	ιυ	print.

https://www.vertex42.com/calendars/school-calendar.html

OUR DISCUSSION WILL COVER:

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



MATERIALS NE

The University of the Stat THE STATE EDUCATION		F	PROPOSED BUDGET FO EDERAL OR STATE PRO FS-10 (03/15)			he State of New Yo ATION DEPARTMI
			Required Field		Agency Name:	Hallmark Cen
	Local Agen	cy Information		м	lailing Address:	123 Gold
Funding Source:	State UPK Allocation				-	Hallmar
Report Prepared By:	Peter Frank			Agency	Code:	12345678910
Agency Name:	Hallmark Central So	chool District			Number:	0409-25-999
Mailing Address:	123 Gold Crown La	ne Street		Contract	t#:	
	Hallmark	NY	12345	Contact	Person:	Peter I
	City	State	Zip Code	E-mail A	ddress:	Peter.Frank@
Telephone # of Report Preparer: <u>123-456</u> E-mail Address: <u>Peter.Fr</u> Project Funding Dates:	7/1/2024	_	6/30/2025	Submit DO NOT : This for Per Equ Min	submit this form t m need only be s sonnel positions, upment items hav lor remodeling	wo copies directly to o Grants Finance. ubmitted for budget number and type ving a unit value of \$
	Start		End		/ increase in a bu ,000, whichever is	dget subtotal (profes s greater
	6-10 Budget and the re directly to the approp	riate State Educatio	n Department office as	Any Amendr If extra	/ increase in the t ment # at top of th room is needed for	otal budget amount. his page must be cor or explanations, expa for requesting a proje
 DO NOT submit this f The Chief Administrat signed by the agency' 	orm to Grants Finance or's Certification on th s Chief Administrative	e. e Budget Summary Officer or properly	authorized designee.	expenditu Federal (o fact may s	ires, disbursemer or State) award. I subject me to crin	CHIEF AD tify to the best of my nts, & cash receipts a am aware that any f ninal, civil, or adminis n 1001 and Title 31,
 An approved copy of above. A window env accurate and confined 	elope will be used; ple	ease make sure that	t the contact information is		Date:	FOF
For information on bu Grants at http://www.c			Federal and State Aided	Progra	m Approval:	POP
					Finance:	Logged
_					-	

Sample Completed FS-10

E	DED
ork	PROPOSED AMENDMENT FOR A
ENT	FEDERAL OR STATE PROJECT
	FS-10-A (03/15)
	= Required Field
ntral School Distric	ct Riverdale
d Crown Lane	County
rk, NY 12345	
1,111 12010	
00	Amendment #: 001
9	
Frank	Tel: 123-456-7890 x002
DHallmarkCSD.or	<u>]</u>

tly to the same State Education Department office where budget was mailed.

idget changes that require prior approval as follows:

e of \$5,000 or more, number and type

professional salaries, purchased services, travel, etc.) by more than 10 percent

be completed.

, expand the rows using the row breaks on the left.

a project extension.

F ADMINISTRATOR'S CERTIFICATION

of my knowledge and belief that the report is true, complete, & accurate, & the eipts are for the purposes& objectives set forth in the terms & conditions of the any false,fictitious, or fraudulent information, or the omission of any material dministrative penaltiesfor fraud, false statements, false claims, or otherwise. le 31, Sections 3729-3730 and 3801-3812).

Signature:

FOR DEPARTMENT USE ONLY

Approved

Sample Completed FS-10A

PROGRAM YEAR



July 1, 2024 - June 30, 2025



Final Expenditures FS-10F July 31, 2025



AN FS-10A IS REQUIRED WHEN:

- Increasing or decreasing any budget category/code by more than 10% or \$1,000 (whichever is greater)
- Increasing or decreasing the total budget amount
- Adding equipment
- Making changes in personnel positions
- Minor remodeling
- Adding indirect costs
- Adjusting expenses



305	March	Ann April	ual Budget b May	V Man			
000	6,610 7,000	9,915		June			
95	0	7,000	13,220 7,000	16,525	July 21,830	August	Sep
2	3,695	0 3,695	0	7.000 2,000	7,000	24,255	Cep
9,	0 915	0	3,695	3,695	0	7,000	
		13,220	0	0	3,695	3 605	

FS-10A FORMS CAN BE FOUND ON NYSED'S <u>WEBSITE</u>



The University of the State of New York THE STATE EDUCATION DEPARTMENT (see instructions for mailing address)	PROPOSED AMENDMENT FOR A FEDERAL OR STATE PROJECT FS-10-A (03/15)
Agency Name and Address	
	Country
	County
Agency Code:	Amendment #
Project #:	
Contract #:	
Contact Person:	Tel. #:
E-Mail Address:	
INSTRU	CTIONS
Submit the original and two copies directly to the same Sta NOT submit this form to Grants Finance.	te Education Department office where budget was mailed. DO
 Enter whole dollar amounts only. 	
 This form need only be submitted for budget changes that requ 	ire prior approval as follows:
 Personnel positions, number and type Equipment items having a unit value of \$5,000 or more Minor remodeling Any increase in a budget subtotal (professional salas \$1,000, whichever is greater Any increase in the total budget amount. 	re, number and type rries, purchased services, travel, etc.) by more than 10 percent or
 Amendment # at top of this page must be completed. 	

Do not use the FS-10-A for requesting a project extension

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.
- 4. Adjusted M/WBE paperwork if necessary.



PAGE 1 OF THE FS-10A **MUST INCLUDE**

- Agency name, address, county
- Agency code (12-digit BEDS code)
- Amendment number
- Project number
- Contract number (Direct Contract Agencies) only)
- Contact person and related contact information
- Original signature (blue or black ink)

TH

Agend

Project

Contr

Conta

E-mail

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 penaltiesfor fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prog

The University of the State of New York IE STATE EDUCATION DEPARTMENT		PROPOSED AMENDMENT FOR A FEDERAL OR STATE PROJECT FS-10-A (03/15) = Required Field
Agency Name: Mailing Address:	Hallmark Central School District 123 Gold Crown Lane Hallmark, NY 12345	County
cy Code: ct Number: act #:	123456789100 0409-25-9999	Amendment #: 001
oct Person: I Address:	Peter Frank Peter.Frank@HallmarkCSD.org	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 ADMINISTRATOR'S CERTIFICATION

Date:		Signature:	
	FOR	DEPARTMENT USE ONLY	
ram Approval:			Date:
Finance:	Logged	Approved	

PAGE 2 OF THE FS-10A MUST INCLUDE

- 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 SUBTOTAL DECREASE column
- Total Increase or Decrease, Net Increase or Decrease, Previous Budget Total, and Proposed Amended Total must be completed accurately and thoroughly

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	(-) \$	45,00
	Net Increase or Decrease:	\$			(
ENTER BUDGET >	Previous Budget Total:	\$			1,069,98
	Proposed Amended Total:	\$			1,069,987

HALLMARK CENTRAL SCHOOL DISTRICT

Hallmark Central School District needs to make changes to its approved FS-10. The following examples will walk participants through the amendment process.

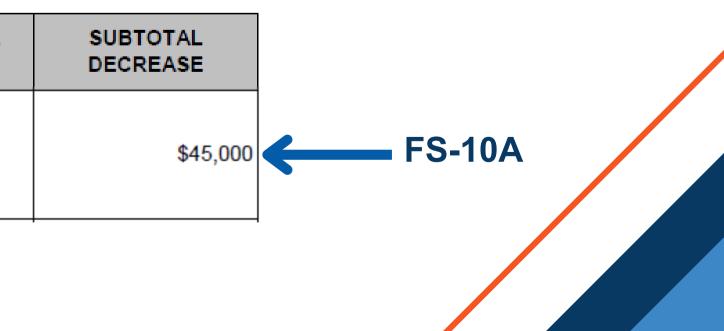
Please have the sample FS-10 and FS-10A available for reference.



CODE 15 SALARIES FOR PROFESSIONAL STAFF

	SALARIES FOR PROFESSIONAL STAFF			
			Subtotal - Code 15	\$130,000
Original FS-10	Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
	Classroom Teacher #1	1.00	\$90,000	\$90,000
	Project Coordinator	0.50	\$80,000	\$40,000

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE
15 - Professional Salaries	Project Coordinator at 1.0 FTE left mid-year and not replaced	



CODE 16 SALARIES FOR SUPPORT STAFF

Subtotal - Code Full-Time Annualized Rate Specific Position Title Equivalent Pay Teacher Aide 1.00 \$25,000. Behavioral Specialist 0.20 \$25,000.

Original FS-10

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	

16	\$30,000
of	Project Salary
00	\$25,000
00	\$5,000



CODE 40 PURCHASED SERVICES

PURCHASED SERVICES

Yummy in my Tummy, LLC

	Description of Item	Provider of Services
\rightarrow	UPK Instructional Services	Little Friends Preschool
	PreK Assessment	Valid and Reliable Assessment
	Environmental Observations	Child Care, Inc.

Lunch and Snack

Original FS-10

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

ES	
Subtotal - Code 40	\$200,500
Calculation of Cost	Proposed Expenditure
10 x \$5,700 per student	\$57,000
150 students x \$30 per assessment	\$ 4,500
20 observations x \$200 per class	\$4,000
150 students x 180 days x \$5 per day	\$135,000

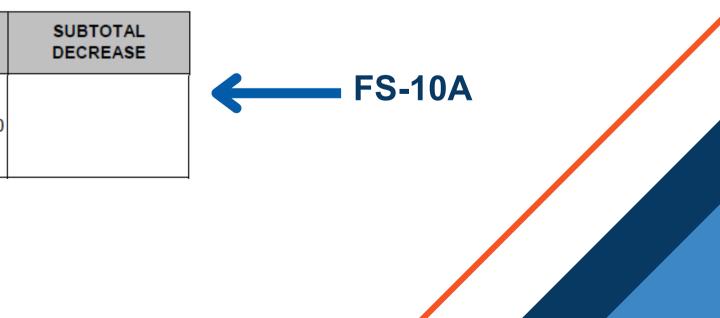


CODE 45 SUPPLIES AND MATERIALS

Original FS-10	
Original 1 3-10	

SUPPLIES AND MATERIALS						
Subtotal - Code 45			\$37,500			
Description of Item	Quantity	Unit Cost	Proposed Expenditure			
Digital Tablet	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
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:	\$			1,069,987
	Proposed Amended Total:	\$			1,069,987

FS-10A SUMMARY PAGE

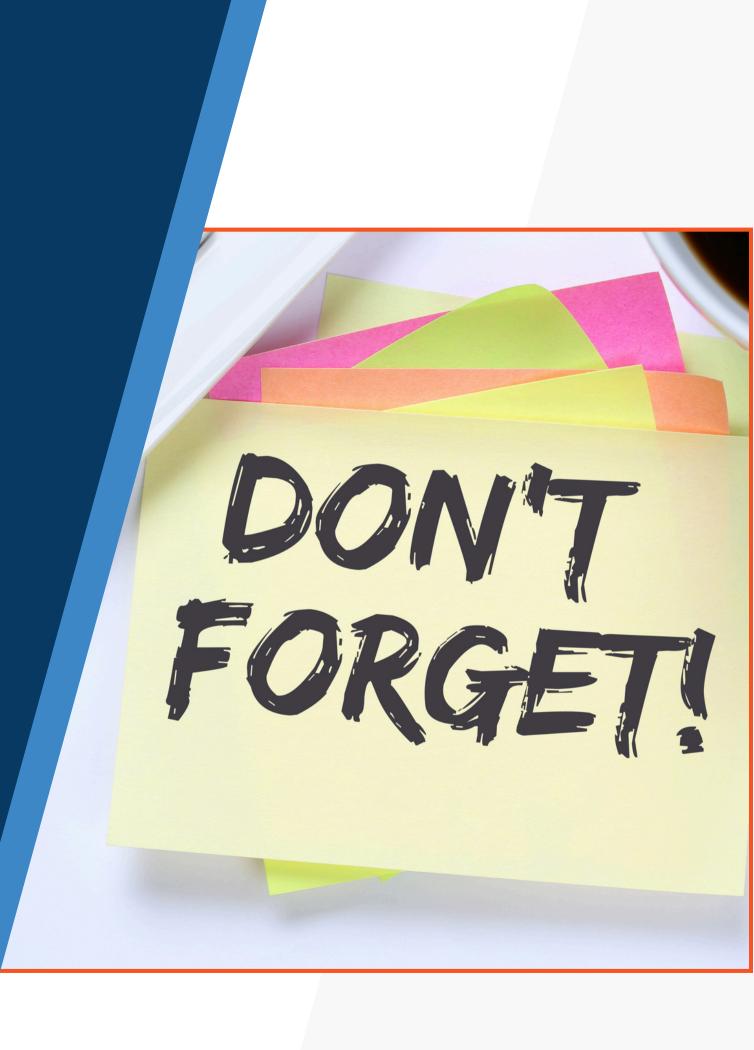
COMMON ISSUES THAT DELAY APPROVAL

- Trying to reduce a category that originally has nothing budgeted in it
- computation errors
- Trying to increase the bottom line more than what is available
- Not recalculating indirect costs based on changes in the budget categories
- Missing an original wet ink signature
- Missing an updated M/WBE Goal Calculation Worksheet for SUFDPK Grants.



IMPORTANT FS-10A REMINDERS

- For amendment #1, please work from the original approved FS-10
- For any additional amendments, please work from the most recently approved FS-10A to make further changes to the budget
- Confirm final child counts in October/March and complete an FS-10A if necessary
- Unspent funds do not carry over into the next project year
- Please include an original signature





For additional information: **OEL@nysed.gov**

Sign up for OEL updates



