



- EMSC21stCCLC@nysed.gov

Agenda

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

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Due Dates

Budget Amendments for Year 2 •FS-	



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***

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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	

Agency Code:

Project #:

Contract #:

Minor Remodeling 30

IE equipment 20

\$0 **FOR DEPARTMENT USE ONLY** Grand Total

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Tips to Expedite Budget Approvals

New Budget Narrative form required

Step 1: Create a budget narrative.

Step 2: Easily identify changes when you amend.

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Tips to Expedite Budget Approvals

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

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

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FS-10-A (03/15)
= R Required Field

Agency Name: _____ County _____
Mailing Address: _____

Agency Code: _____ Amendment #: _____

Contract #: _____

Contact Person: _____ Tel: _____
E-mail Address: _____

INSTRUCTIONS

- Minor/modifying
- Any increase in a budget subtotal (professional services, purchase expenses, travel, etc.) by more than 10 percent.
- Any increase in the total budget amount.
- Amendment # at top of this form must be completed.

If extra room is needed for explanations, expand the table using the rollovers on the left.

CHIEF ADMINISTRATOR'S CERTIFICATION

I, _____, Chief Administrator, certify that the report is true, complete, & accurate, & the information is for the purpose, objectives set forth in the facts & conditions of the report. I am not subject to criminal or administrative penalties for fraud, false statements, false claims, or otherwise (22 NYCRR § 100.18; 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).

The screenshot shows a form titled "INDIRECT COST". It contains several sections:

- A. Modified Direct Cost Base --** Sum of all preceding subtotals (codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each sub contract exceeding \$25,000 and any flow through funds) ****Manual Entry****
- B. Approved Restricted Indirect Cost Percentage**
- C.** Subtotal - Code 90

Below these sections, there is a note: "For your information, maximum direct cost base: [blank]". At the bottom, there is a large block of text that is mostly illegible but appears to contain instructions or a disclaimer.



Participant Survey



Speed Session

Fiscal
Presentation
& Q&A.