



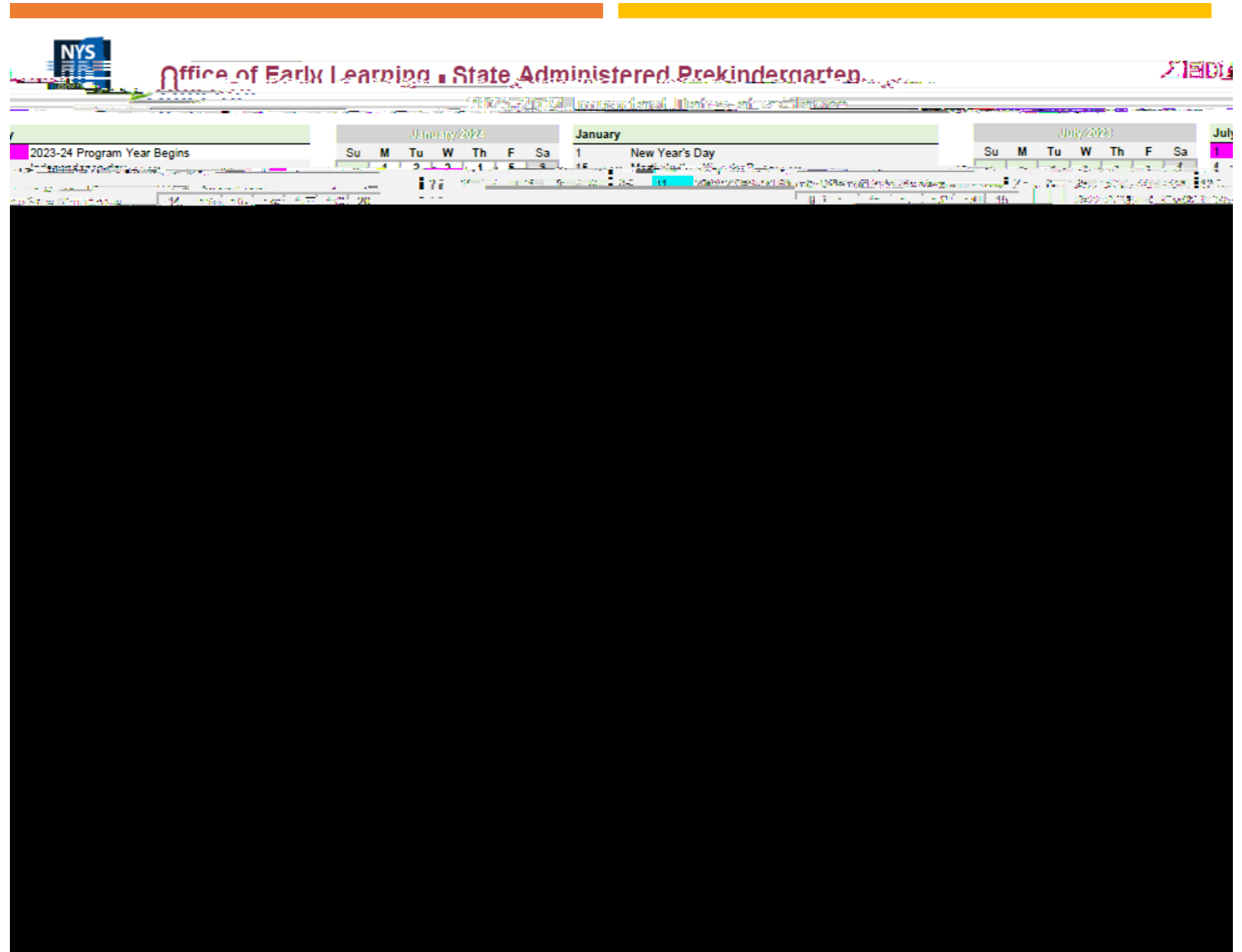
NEW YORK STATE ADMINISTERED PREKINDERGARTEN FISCAL GUIDANCE WEBINAR SERIES



OFFICE OF EARLY LEARNING

Provides:

2023-2024 PREK IMPORTANT DATES AT A GLANCE



WELCOME

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

PROPOSED AMENDMENT FOR A...

Local Agency Information

Funding Source: State UPK Allocation

Report Prepared By: Peter Frank

Agency Name: Hallmark Central School District

Mailing Address: 123 Gold Crown Lane
Hallmark, NY 12345

Telephone # of: [Redacted]

Email Address: Peter.Frank@HallmarkCSID.org

Contract #:

INSTRUCTIONS

Submit the original FS-10 Budget Form to Grants Finance.

DO NOT submit this form to the State Education Department.

Submit the original FS-10 Budget Form to Grants Finance.

DO NOT submit this form to the State Education Department.

PROGRAM YEAR: JULY 1st - JUNE 30th



FS-10A FORMS CAN BE FOUND [HERE](#)

The University of the State of New York
PROFESSOR AMENDMENT FOR
The instructions for primary address

UNIVERSITY OF THE STATE OF NEW YORK
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
100 NASSAU ST., 10TH FLOOR
ALBANY, NY 12242-5400
TEL: 518/474-2000

Project #

Project Name

Project Start Date

Project End Date

Project Budget

Project Description

INSSTRUCTIONS

1. This form is to be used for the purpose of requesting a project extension. It is to be filled out by the project manager and submitted to the Chief Administrative Officer.

2. Enter whole dollar amounts only.

3. This form is to be used for the purpose of requesting a project extension. It is to be filled out by the project manager and submitted to the Chief Administrative Officer.

4. Personal positions, number and type

5. Equipment items having a unit value of \$50,000 or more, number and type

6. Minor remodeling

7. Any other major project extension (e.g., additional salaries, travel, etc.)

8. Any other major project extension (e.g., additional salaries, travel, etc.)

9. Any other major project extension (e.g., additional salaries, travel, etc.)

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

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FOR DEPARTMENT USE ONLY

APPROVED

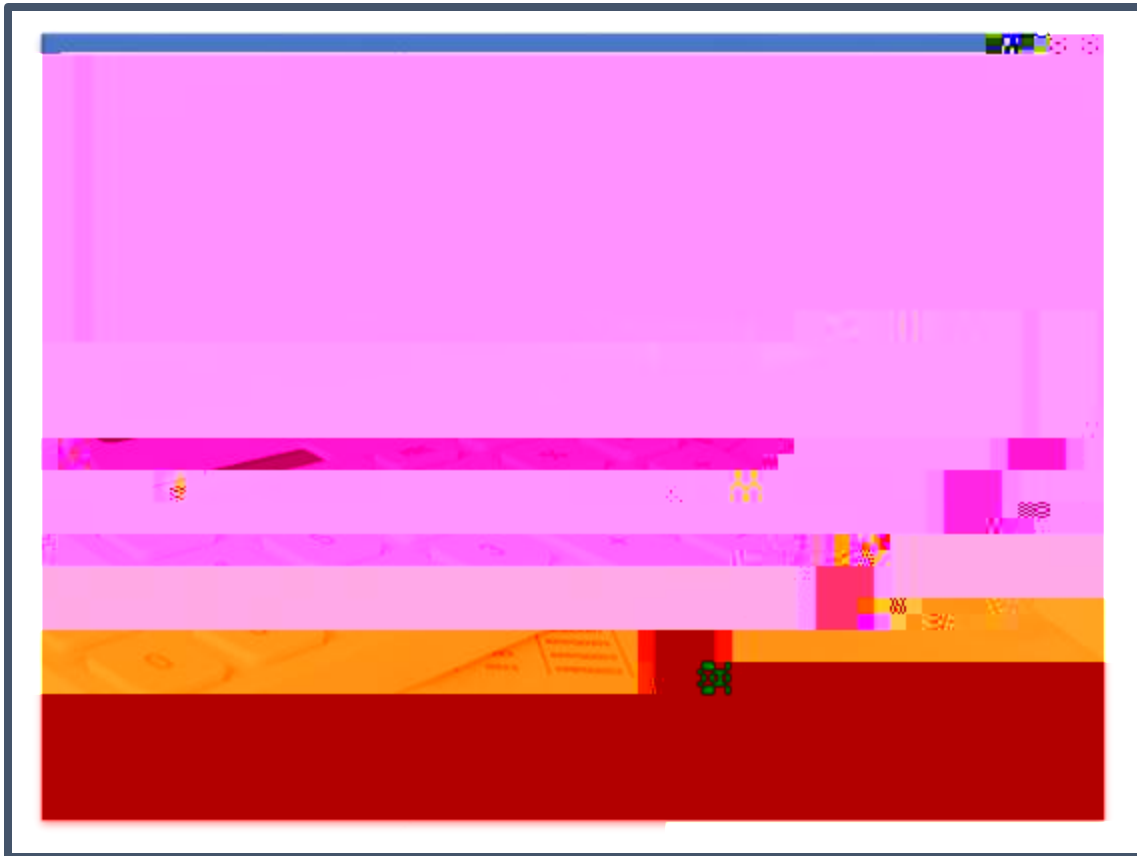
FS-10-A Page 2

SUBTOTAL	SUBTOTAL	SUBTOTAL	EXPLANATION
		15	Professional Services
		16	Support Staff Services
		17	Business Expenses
		45	Supplies & Materials
		46	Travel Expenses
		80	Employee Benefits
		90	Indirect Cost
		49	BOCES Services
		50	Miscellaneous
		20	Equipment

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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.

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-10A Page 2

RTOTAL	EXPLANATION	SUBTOTAL	SI
	15 Professional Salaries		
	16 Support Staff Salaries		
	40 Purchased Services		
	45 Supplies & Materials		
	49 BOCES Services		
	30 Minor Remodeling		
	20 Equipment		
(-) \$	Total Increase or Decrease	(+) \$	
\$	Net Increase or Decrease		
\$	Previous Budget Total		
	Proposed Amended Total	\$	



HALLMARK CENTRAL SCHOOL DISTRICT

CODE 16 Ì SALARIES FOR SUPPORT STAFF

ORIGINAL FS-10

FS-10A

CODE 40 - PURCHASED SERVICES

ORIGINAL FS-10

PURCHASED SERVICES				
Expenditure	Description of Item	Provider of Services	Calculation of Cost	Proposed E
				Subtotal - Code 40
				\$200,500
			10 x \$5,700 per	
		Wild and Reliable		
	20 observations x	Support Environmental Observations		
	\$135,000	Yummy in my Tummy LLC	150 students x 180	

FS-10A

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	\$6,600	





IMPORTANT FS-10A REMINDERS



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: OEL@NYSED.GOV and/or [Sign Up for OEL Updates](#)

