



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

# Agenda

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

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# Due Dates

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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\*\*\*

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	

Agency Code:

Project #:

Contract #:

Minor Remodeling 30

IEquipment 20

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

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# Tips to Expedite Budget Approvals

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

Step 1: Create a budget narrative.

Step 2: Easily identify changes when you amend.



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# 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 subcontract exceeding \$25,000 and any flow through funds) **\*\*Manual Entry\*\***
- B. Approved Restricted Indirect Cost Rate**
- C.** Subtotal - Code 90

Below section C, there is a note: "For your information, maximum direct cost base: [redacted]". At the bottom of the form, there is a barcode and some small text: "This is a sample form for informational purposes only. It does not represent the actual form used by the State of New York. For more information, please contact the State Office of General Services, Office of Information Systems, at (518) 473-2000 or visit the website at www.gos.state.ny.us." The form is partially obscured by a black box.







# Participant Survey

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## Speed Session

Fiscal  
Presentation  
& Q&A.