



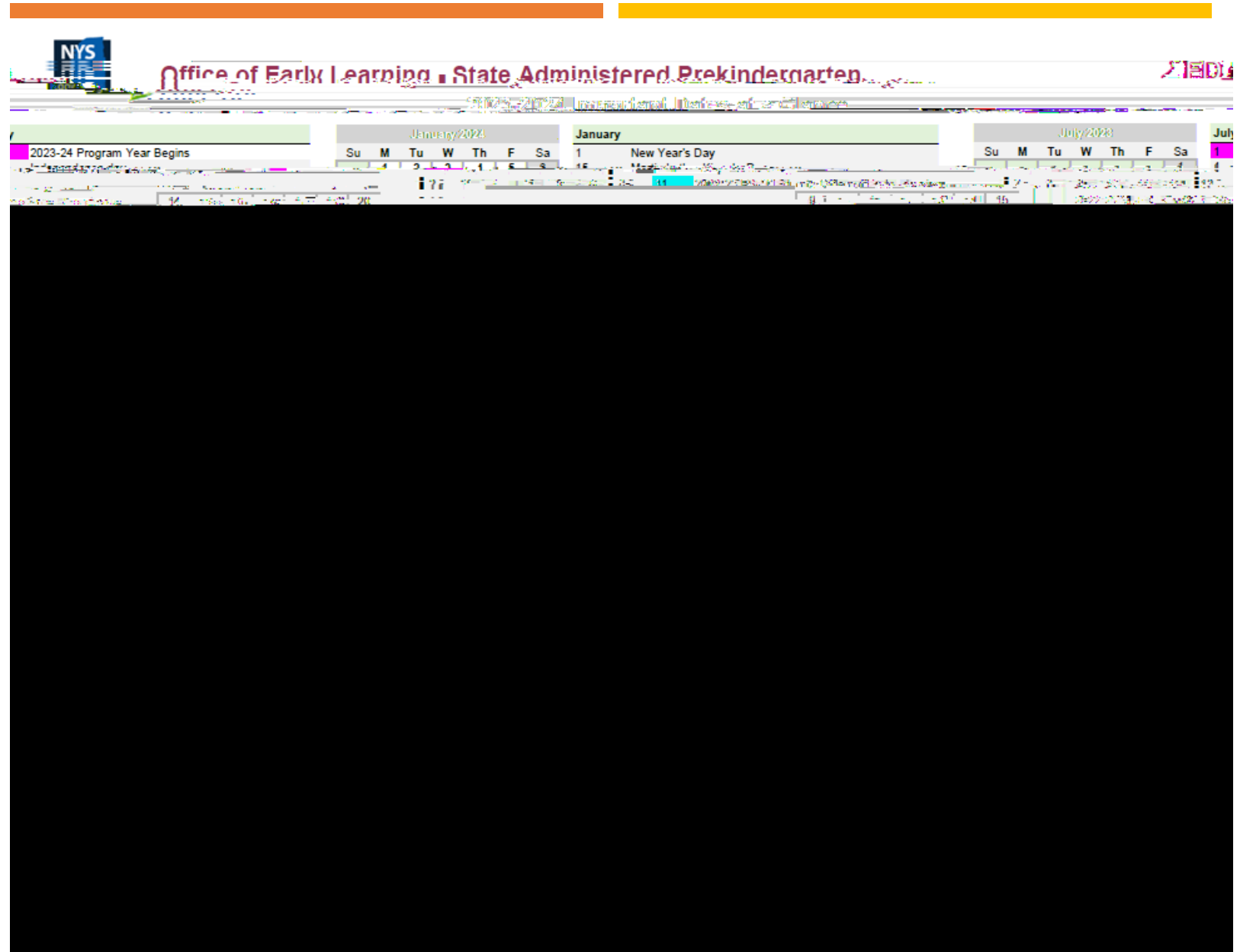
NEW YORK STATE ADMINISTERED PREKINDERGARTEN FISCAL GUIDANCE WEBINAR SERIES



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 image displays two sample budget forms from The University of the State of New York. The left form is the FS-10 Approved Budget Form, and the right form is the FS-10A Budget Amendment Form. Both forms have blue arrows pointing to orange circles highlighting specific fields.

Form 1: FS-10 Approved Budget Form

- 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: [Redacted]
- Project Funding Dates: 7/1/2023 to 6/30/2024

Form 2: FS-10A Budget Amendment Form

- Agency Name: Hallmark Central School District
- Mailing Address: 123 Gold Crown Lane, Hallmark, NY 12345
- Contract #: [Redacted]
- Contract Start Date: [Redacted]
- Contract End Date: [Redacted]
- Contract Description: [Redacted]
- Project Funding Dates: 7/1/2023 to 6/30/2024

INSTRUCTIONS

- 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

Instructions for primary address

UNIVERSITY OF THE STATE OF NEW YORK
CHIEF ADMINISTRATIVE OFFICER

FOR DEPARTMENT USE ONLY

APPROVE

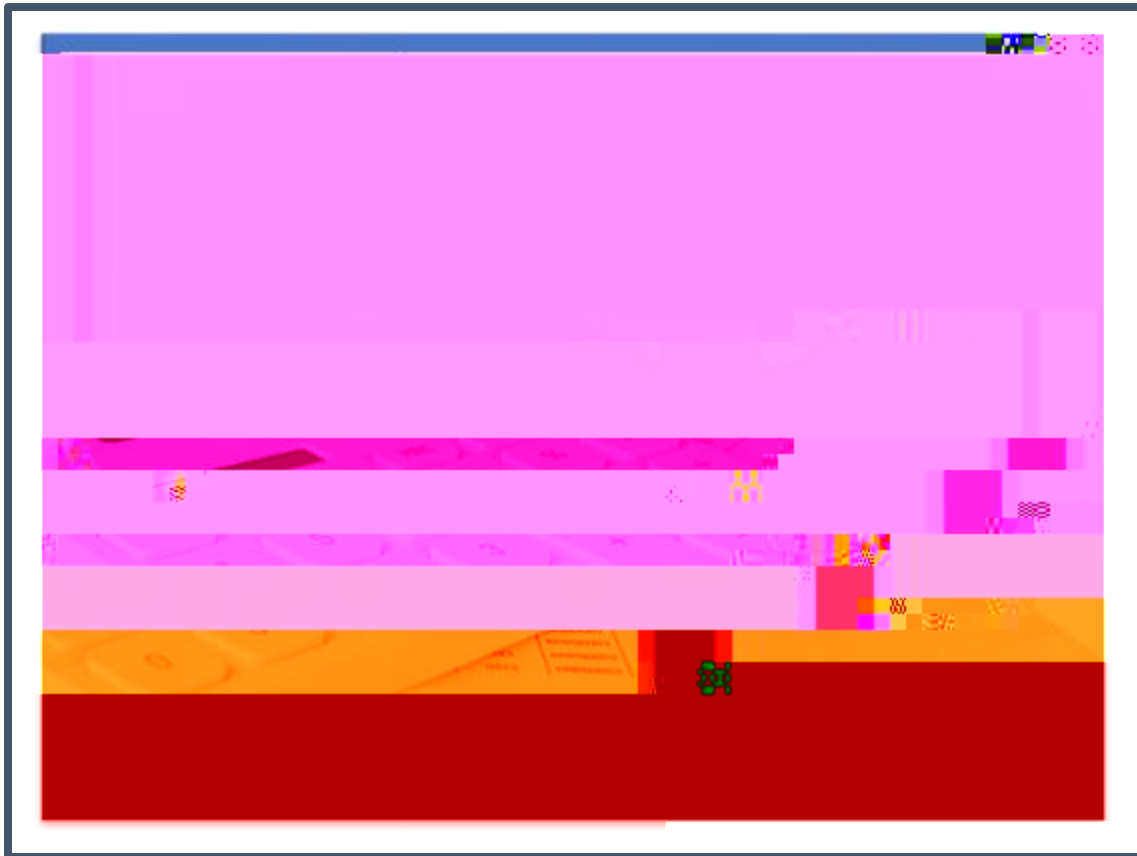
FS-10-A Page 2

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

UNIVERSITY OF THE STATE OF NEW YORK
CHIEF ADMINISTRATIVE OFFICER



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.

RTOTAL	EXPLANATION	SUBTOTAL	SI
	15 Professional Salaries		
	16 Support Staff Salaries		
	40 Purchased Services		
	45 Supplies & Materials		
	80 Employee		
	90 Indirect		
	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](#)

