

**FY25 Budget Detail Instructions & Checklist**

**You MUST download this Google spreadsheet or make a copy in order to make changes.** Below are detailed instructions for completion of your FY25 Budget Detail. For a full description of each tab and fiscal guidance, please reference your [FY25 Fiscal Manual](#).

<b>FY25 Budget Detail Submission Checklist</b>	
Complete this checklist after each Collaborative Planning Meeting (CPM) and submit via Passport.	
FALSE	FY25 Budget Detail (i.e. this workbook)
FALSE	FY25 Budget Summary Tab with Principal Signature
FALSE	Collaborative Planning Meeting Notes with the signed collaborative planning agreement
FALSE	<a href="#">High 5s Work Plan, if Next Gen Community School</a>
Note: Your PM will reject your budget if any of the above documents are missing, or the information therein is incorrect (i.e. totals do not match across tabs or budget thresholds are not adhered to).	

<b>Instructions</b>	
<p><b>Contact Information (tab 2)</b> Complete the contact information (GREEN CELLS) for staff who can answer fiscal and programmatic questions related to this budget. If you work on a campus with shared budget/resources please list the contact information for each location.</p>	<p><b>Community School Work Plan (tab 3)</b> Use this work plan to capture the Community School programs and services that will be provided at your school during the 2024-2025 school year. This should be updated as programming changes throughout the year. Your OCS Program Manager will use this work plan to inform the budget approval process. Denote Community School core feature in column A. Edit the GREEN CELLS only.</p>
<p><b>Budget Summary (tab 4)</b> Edit the GREEN CELLS only. The ORANGE CELLS will autopopulate from the other tabs in this worksheet. Use the other tabs of this worksheet to provide your justification. If a budget line exceeds the budget threshold outlined in the OCS Fiscal &amp; Operations Manual (Column H reads "Yes"), you must rebudget or seek a special exception from your Program Manager.</p>	<p><b>Salaried Positions (tab 5)</b> Edit the GREEN CELLS. List all salaried positions covered by OCS funds and listed in your OCS fiscal manual. This includes Community School Director (CSD). CSD salaries should range from \$70,000 to \$85,000.</p>
<p><b>Hourly and Seasonal Employees (tab 6)</b> Edit the GREEN CELLS. List all hourly and seasonal positions covered by OCS funds and listed in your OCS fiscal manual. If you are unsure whether a position is covered, contact your program manager.</p>	<p><b>Organizational Support (tab 7)</b> Edit the GREEN CELLS only. Only list the sub-total under each category.</p>
<p><b>Operations &amp; Support (tab 8)</b> Use the tables below to itemize expenses in OTPS budget lines. See the OCS Fiscal &amp; Operations Manual and the Budget Summary tab in this workbook for details regarding reporting requirements. Edit the GREEN CELLS.</p>	<p><b>Contract Services (tab 9)</b> Edit the GREEN CELLS. For the Subcontractor table, make sure to select the community school component each subcontractor fulfills from the dropdown menu (column B). Make sure to select whether a subcontract agreement has been completed (column D) and a consultant agreement has been completed (column E, second table). Send a copy of your subcontract agreement to the <a href="mailto:OCSCBOSubcontractor@schools.nyc.gov">OCSCBOSubcontractor@schools.nyc.gov</a> inbox / cc your program manager.</p> <p>Subcontractors are independent, not-for-profit entities retained to perform specific programmatic services. Consultants are individuals with specific skills, retained to perform limited program tasks or complete projects within the contract that cannot be accomplished by regular staff. Vendors are businesses retained to provide non-programmatic services, such as cleaning supplies, software, security, accounting, etc. See Fiscal Manual Contracted Services.</p>
<p><b>CSD Justification (tab 10)</b> The Office of Community Schools recommends that CSD salaries range from \$70,000 to \$85,000. If the CSD salary falls outside of this range, the CBO must provide a justification below. Edit the GREEN CELLS.</p>	

**Contact Information**

[Review full instructions here](#)

	School 1	School 2	School 3	School 4
Date				
DBN(s)*				
CBO Name				
School Name(s)*				
	Name	Agency Title (e.g. Mentor, Coordinator, etc.)	Email Address	Telephone
Principal(s)*				
Fiscal Point				
Community School Director (CSD)				
CBO Supervisor				
Budget Prepared By				

\*If a campus, list all DBNs, Principals, & school names residing on the campus and receiving OCS funds.



# Budget Summary

[Review full instructions here](#)

Make sure to scroll to the bottom of the page to change all editable information

Total City Funded Budget

Budget Line	Amount Budgeted	% Budget	% Threshold (% Max)	Fiscal Manual Threshold (Max \$)	Exceeds Threshold?
Personnel Services					
Salaried Positions Total	\$ -				
Hourly & Seasonal Employees Total	\$ -		50%	\$ -	
Fringe Total	\$ -				
Personnel Services Total	\$ -				
Organizational Support					
Personnel					
Fringe					
OTPS					
Organizational Support Total	\$ -		20%	\$ -	
OTPS					
Operations & Support					
Staff Transportation	\$ -		5%	\$ -	
Staff Training	\$ -		5%	\$ -	
Recruitment and Advertising (Client)	\$ -		3%	\$ -	
Client Transportation	\$ -		5%	\$ -	
Client Supplies and Activities	\$ -		10%	\$ -	
Client Stipends	\$ -		5%	\$ -	
Incentive Payments/Bonus	\$ -		2%	\$ -	
Prepared Meals/Raw Food	\$ -		5%	\$ -	
Operations & Support Total	\$ -				
Equipment Total	\$ -		2%	\$ -	
Contracted Services					
Consultants	\$ -				
Sub-Contractors	\$ -		50%	\$ -	
Vendors	\$ -				
Contracted Services Total	\$ -				
OTPS Total	\$ -				
Indirect Costs	\$ -		10%	\$ -	
<b>GRAND TOTAL</b>	\$ -				
<b>COLA</b>	\$ -				
Variance	\$ -				

# Budget Summary

[Review full instructions here](#)

Make sure to scroll to the bottom of the page to change all editable information

Total City Funded Budget

Budget Line	Amount Budgeted	% Budget	% Threshold (% Max)	Fiscal Manual Threshold (Max \$)	Exceeds Threshold?
Principal Name				Principal Signature	





## Organizational Support

[Review full instructions here](#)

Description	Sub-total Cost
Personnel	
Fringe	
OTPS	
<b>Total</b>	\$ -

**Operations & Support**

[Review full instructions here](#)

Make sure to scroll to the bottom of the page to change all editable information

<b>EXAMPLE</b>						
<b>Item</b>	<b>Description/Justification</b>	<b>Recipient Type</b>	<b># of Recipients</b>	<b># of Items</b>	<b>Per Unit Cost</b>	<b>Total Cost</b>
Textbooks	Books for adult education GED class	Parents/Community	30	30	\$ 25.00	\$ 750.00
Bus	Transportation for college trip	Students	40	1	\$ 500.00	\$ 500.00
<b>Total</b>						<b>\$ 1,250.00</b>

<b>Staff Transportation</b>						
<b>Item</b>	<b>Description/Justification</b>	<b>Recipient Type</b>	<b># of Recipients</b>	<b># of Items</b>	<b>Per Unit Cost</b>	<b>Total Cost</b>
						\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
<b>Total</b>						<b>\$ -</b>

<b>Staff Training</b>						
<b>Item</b>	<b>Description/Justification</b>	<b>Recipient Type</b>	<b># of Recipients</b>	<b># of Items</b>	<b>Per Unit Cost</b>	<b>Total Cost</b>
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
<b>Total</b>						<b>\$ -</b>

<b>Recruitment and Advertising (Client)</b>						
<b>Item</b>	<b>Description/Justification</b>	<b>Recipient Type</b>	<b># of Recipients</b>	<b># of Items</b>	<b>Per Unit Cost</b>	<b>Total Cost</b>
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
<b>Total</b>						<b>\$ -</b>

<b>Client Transportation</b>						
<b>Item</b>	<b>Description/Justification</b>	<b>Recipient Type</b>	<b># of Recipients</b>	<b># of Items</b>	<b>Per Unit Cost</b>	<b>Total Cost</b>
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
<b>Total</b>						<b>\$ -</b>

<b>Client Supplies &amp; Activities</b>						
<b>Item</b>	<b>Description/Justification</b>	<b>Recipient Type</b>	<b># of Recipients</b>	<b># of Items</b>	<b>Per Unit Cost</b>	<b>Total Cost</b>
					\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
<b>Total</b>						<b>\$ -</b>



				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
				-	\$ -	\$ -
<b>Total</b>						\$ -



## CSD Salary Justification

[Review full instructions here](#)

CSD salaries should range from \$70,000 to \$85,000. If the CSD salary is below \$70,000 or above \$85,000, the CBO must provide a justification in the Budget Detail document and receive prior approval from the Program Manager.