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MEMORANDUM

DATE: March 27, 2013
TO: *EarlyLearn* Contractors
FROM: Jose Mercado 
SUBJECT: **Submission of Actual Monthly Expenses for
October 2012 through February 2013
EL Numbered Memorandum #3**

Please be advised that actual monthly expenses for your *EarlyLearn* (EL) contract for the period of October 2012 through February 2013 must be submitted electronically to your budget analyst no later than April 19, 2013.

All EL providers must utilize the *EL Finance Reporting Template* given to your organization at the time the contract was registered. Although the *EL Finance Reporting Template* was originally intended for planning purposes only, this template will also be used to seek reimbursement from the Federal and State governments for funds paid to your organization.

When preparing the *EL Finance Reporting Template* expenses should be recorded by month, and by site, where appropriate. If you have not previously submitted your *EL Finance Reporting Template* please do so immediately. Your *EL Finance Reporting Template* should reflect the amount awarded in the contract for Fiscal Year 2013.

For those programs with contract awards incorporating Universal Pre-Kindergarten (UPK) it is important that the allocation awarded is budgeted by site as is required by the New York City Department of Education. Other contract information, however, may be budgeted into one designated site.

Finally, ACS recommends that all revenue be classified as "general funds" pending the distribution of the revenue source, which will be provided to all EL contractors prior to the audit due-date.

Thank you for your cooperation in this matter. If you have any questions, please contact your budget analysts.