

**The City of New York
Administration for Children's Services**

Division of Financial Services

**Budget Instructions
for Accelerator Financials**

June 2014

New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials

TABLE OF CONTENTS

Getting Started	1
Starting a New Budget	2
Personnel Services	4
Operations & Support (OTPS).....	9
Utilities (OTPS).....	11
Professional Services (OTPS).....	12
Rent (OTPS).....	13
Contracted Services (OTPS).....	14
Rate/Milestones/Unallocated Funds	15
Indirect Rate	16
Program Income	17
Uploading Documents	18
Instructions for Completing the Required Worksheets	21
Submitting the Budget	34
Advances/Due Dates	36
List of Appendices & Attachments	39
Appendices	40
Attachments	See separate Excel file

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

BUDGET INSTRUCTIONS
FOR ACCELERATOR FINANCIALS (AF)

GETTING STARTED

As of July 1, 2014, the New York City Administration for Children's Services (ACS) will be implementing the Accelerator Financials (AF) Contract Budget Module for budget approval and monitoring and for invoice processing. Annual budget forms in Excel will be stored as backup in the AF system. These Budget Instructions serve as the ACS specific guide for preparing and submitting budgets for review and approval. For general guidance on navigating contracts and budgets in the AF system, please refer to the *NYC HHS Accelerator Provider Guide 302 – Navigating Contracts and Budget*.

Participating programs as of July 1, 2014 include:

- Non-Secure Detention (NSD)
- Non-Secure Placement (NSP) Aftercare

All participating providers must complete and attach the **ACS Budget Document Template** (see Pg. 21 for instructions).

For your budget submission, please complete the ACS Budget Document Template by contract. The Budget Document Template has six (6) tabs; CONTRACT SUM, TITLE, CONSULTANTS, RENT, FRINGE, and O'TPS. The values on the CONTRACT SUM sheet should be entered into the AF system. The other five (5) sheets are the backup to the values which you will upload into the system.

These Budget Instructions will explain how to upload the values you calculated on the CONTRACT SUM sheet into the Accelerator Financials system.

ACS will be using the Accelerator Financials system to review and approve your budget for the upcoming fiscal year, per your service contract.

New York City Administration for Children's Services Budget Instructions for Accelerator Financials

STARTING A NEW BUDGET

To get started, first click on the **refresh** button located on the right hand side of the Accelerator Financials box on your Provider Homepage. Next, click on the **number hyperlink** for “budgets pending submission”.

The screenshot shows the NYC Accelerator Provider Homepage. The 'Financials' section is highlighted with a green refresh icon. An arrow points to the '2' link next to 'Budgets pending submission' in the Financials list.

To start a new budget, select “View Budget” from the Action drop down menu.

The screenshot shows the NYC Accelerator Financials page. The 'Budget List' tab is selected. A table lists budgets with columns for Procurement/Contract Title, Agency, Fiscal Year, Budget Value, Date of Last Update, Status, and Action. An arrow points to the 'View Budget' option in the Action dropdown menu for the first budget entry.

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
Priv Demo - ACS Residential Care	ACS	2014	30,000.00	12/09/2013	Pending Submission	I need to... View Budget
Priv Demo - ACS Residential Care 3	ACS	2014	20,000.00	12/09/2013	Pending Submission	I need to... ▼

New York City Administration for Children's Services Budget Instructions for Accelerator Financials



Next, click on the first blue header underneath the “Fiscal Year Budget Information”. If your organization has multiple funding streams you will enter information for each funding type separately. This screen has replaced the former Line Item Budget Form B.

The screenshot shows the 'Contract Budget' page in the NYC HRB Accelerator system. The page is divided into several sections:

- Contract Information:** Agency: Administration for Children's Services (ACS), CY#: Not Registered, Contract Start Date: 12/06/2013, Contract End Date: 06/30/2016, Contract Amount: \$100,000.00, Program Name: Residential Care (RC).
- Fiscal Year Budget Information:** A table with columns: Start Date, End Date, FY Budget, YTD Invoiced Amount, Remaining Amount, YTD Actual Paid Amount. The data row shows: Start Date: 12/06/2013, End Date: 06/30/2014, FY Budget: \$30,000.00, YTD Invoiced Amount: \$0.00, Remaining Amount: \$30,000.00, YTD Actual Paid Amount: \$0.00.
- Budget Tabs:** A list of tabs: Price Detail - ACS Residential Care (highlighted in blue), Documents, Advances, and Assignments. An arrow points to the 'Price Detail - ACS Residential Care' tab.
- Comments:** A section with a 'Save' button and a text area for entering comments.

The budget tabs have replaced the categories previously used for the annual budget documents. Each tab on the budget is accessible and may be completed at any time.

Please note that **not** all tabs will be completed for your organization's budget.

The first tab listed is the **Budget Summary** tab. This tab summarizes the total of all direct and indirect costs. We will come back to this tab at the end of the process.

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials



PERSONNEL SERVICES

To begin entering information, click on the "Personnel Services" tab

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$0.00

Prov Demo - ACS Residential Care \$30,000.00

Personnel Services

Total Salary & Fringe:	\$0.00
Total Salary:	\$0.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$0.00	\$0.00	\$0.00

+ Add - Edit - Save - Cancel Page 1 of 0

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	\$0.00	\$0.00	\$0.00

**DO NOT ENTER
INFORMATION IN
THE HOURLY
EMPLOYEES or
SEASONAL
EMPLOYEES
FIELDS**

**** DO NOT ENTER INFORMATION INTO THE HOURLY EMPLOYEES and SEASONAL EMPLOYEES BOXES.**

Click on the "+" symbol next to the Salaried Employees Total row to expand the grid.

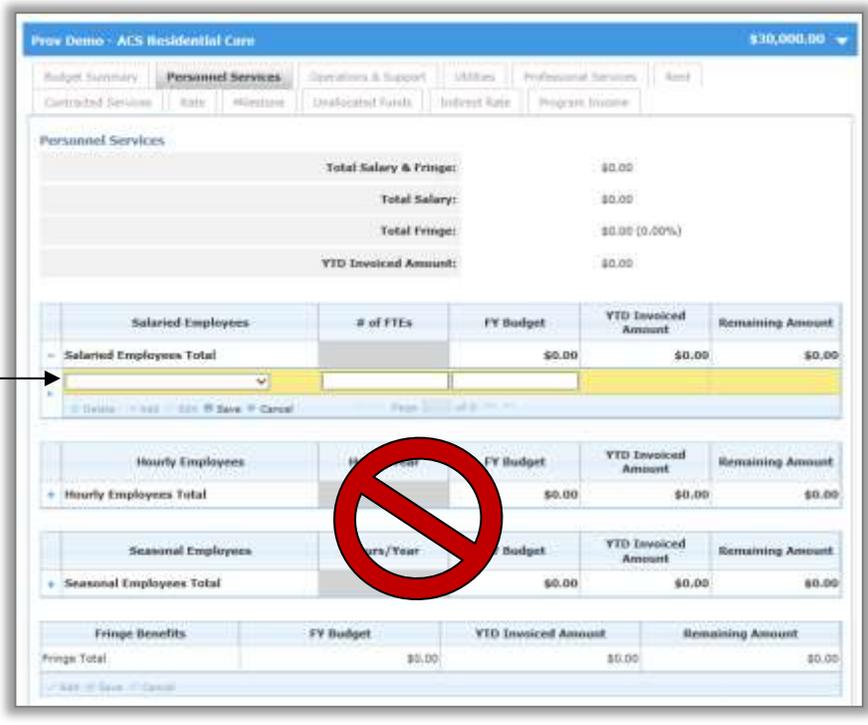
Add a new row by clicking the "+" Add underneath the Salaried Employees Total field.

New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials

FTEs/Total Salary:

FTEs: The number of full-time equivalent positions in each title. For example, if the standard work week is 35 hours and the employee works 52 weeks, then the FTEs equals one (1). However, if the employee works less than the standard work week, then the FTE will be less than one (1). **Salary:** Annual salary without fringe. If there is a range of salaries within a title, you may list each employee’s actual salary on a different line or list the average salary on one line.

 Next, click on the “Salaried Employees” drop down menu.



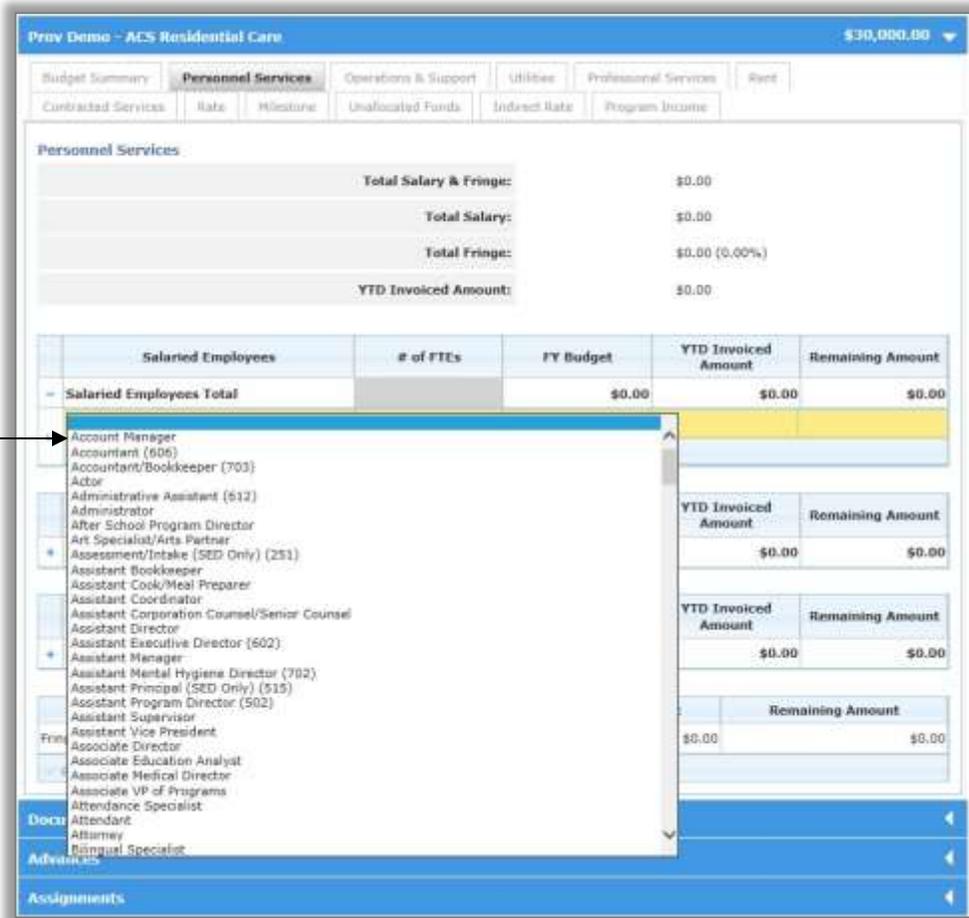
For this initial roll-out of HHS Accelerator, only two (2) Titles are approved for use from the drop down window for the salaried employee that you are adding to the budget. **PLEASE REFER TO THE VALUE ON YOUR CONTRACT SUM SHEET WHEN ENTERING THIS VALUE.**

You may only select the following two approved titles:

1. **Other Program Administration Staff** — all direct program staff positions
2. **Other Support Staff** — all indirect program staff positions

In the future, ACS may choose to augment this list of approved titles for you to select. (See Appendix I for the list of approved ACS titles.) If you have questions regarding a title please contact your Budget Analyst.

New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials



Providers are to combine all individual salaries into one of the two Approved Titles. You can get the aggregate total salary for each of the titles from the associated Personnel total line on the **ACS Budget Document Template** (see Pg. 21 for instructions).

Again, the **ONLY** two position titles that can be selected at this time are as follows:

1. **Other Program Administration Staff** — all direct program staff positions
2. **Other Support Staff** — all indirect program staff positions

**New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials**

Enter the number of full-time employees and their annual salary information.

Remember, you are only entering in 2 titles Other Program Administration Staff; which is the total of your direct staff, and Other Support Staff; which is the total of your indirect staff. The ACS Budget Document will assist you in summing the FTE values. You will find this value on the TITLE TAB of the ACS BUDGET DOCUMENT.

Prov Demo - ACS Residential Care \$30,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services

Total Salary & Fringe: \$0.00
 Total Salary: \$0.00
 Total Fringe: \$0.00 (0.00%)
 YTD Invoiced Amount: \$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$0.00	\$0.00	\$0.00
Associate Director	1.00	12000.00		

Hourly Employees

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees

Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

Fringe Benefits

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	\$0.00	\$0.00	\$0.00

Documents
 Advances
 Assignments

When you have entered information for all of the **FTE's**, click **“Save”**.

New York City Administration for Children's Services Budget Instructions for Accelerator Financials

Fringe

Fringe benefits up to the percent allowed in your agency's service contract. For fringe benefits greater than the allowable percentage per the contract, you must include a detailed justification with documentation which must be approved by ACS.

For such justification, all providers must complete and attach the **ACS Budget Document Template** (see Pg. 21 for instructions on completing **Attachment 1: ACS Budget Document Template**).

PLEASE REFER TO THE VALUE ON YOUR CONTRACT SUM SHEET WHEN ENTERING THIS VALUE.

Personnel Services	
Total Salary & Fringe:	\$0.00
Total Salary:	\$0.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$0.00	\$0.00	\$0.00
Associate Director	1.00	12000.00		

Hourly Employees	Hours	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees	Positions/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	\$0.00	\$0.00	\$0.00

To input the fringe information click on **“Edit”**. Once you have entered the Fringe Benefits information click **“Save”**.

New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials

OPERATIONS & SUPPORT (OTPS)

➔ Next, click on the “Operations & Support” tab

Prov Demo - ACS Residential Care \$30,000.00

Budget Summary Personnel Services **Operations & Support** Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Operations and Support

Total Operations, Support and Equipment:		\$0.00
Total YTD Invoiced Amount:		\$0.00

Operations and Support	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Operations and Support	\$0.00	\$0.00	\$0.00

Equipment	Units	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Equipment (durable) From Schedule		\$0.00	\$0.00	\$0.00

Documents

Advances

Assignments

Comments View Comments History Save

Enter any comments:
Click the 'Save' button above to save your comments.

The Operations and Support tab contains the “Other OTPS” category, referenced in the previous Budget form. The Operations and Support section and the Equipment section of this tab include supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies.

Click on the “+” symbol next to the Operations and Support Total row to expand the field.

**New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials**

DO NOT ENTER INFORMATION IN ANY FIELD OTHER THAN THE “OTHER” EXPENSE CATEGORY!

(Please see below for details.)

OTPS - Operations and Support		Total Operations, Support and Equipment:	\$600.00	
		Total YTD Invoiced Amount:	\$0.00	
Operations and Support	FY Budget	YTD Invoiced Amount	Remaining Amount	
- Operations and Support	\$600.00	\$0.00	\$600.00	
Office Supplies	\$400.00	\$0.00	\$400.00	
Facilities Repairs & Maintenance	\$0.00	\$0.00	\$0.00	
Safety and Health	\$0.00	\$0.00	\$0.00	
Waste & Recycling Removal	\$100.00	\$0.00	\$100.00	
Staff Transportation	\$0.00	\$0.00	\$0.00	
Staff Training	\$0.00	\$0.00	\$0.00	
Postage	\$0.00	\$0.00	\$0.00	
Records and Admin. (Client)	\$0.00	\$0.00	\$0.00	
Liability, Property, and Other Insurance	\$0.00	\$0.00	\$0.00	
Vehicle Insurance	\$0.00	\$0.00	\$0.00	
Vehicle Operations and Maintenance	\$0.00	\$0.00	\$0.00	
Rent	\$0.00	\$0.00	\$0.00	
Bank Charges	\$0.00	\$0.00	\$0.00	
Printing	\$0.00	\$0.00	\$0.00	
Client Transportation	\$0.00	\$0.00	\$0.00	
Client Supplies & Activities	\$0.00	\$0.00	\$0.00	
Client Stipends	\$100.00	\$0.00	\$100.00	
Prepared Meals	\$0.00	\$0.00	\$0.00	
Raw Food	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	

The ONLY active field on this tab is the “Other” category. It includes the following expenses:

- Office Supplies
- Facilities Repairs & Maintenance
- Safety and Health
- Waste & Recycling Removal
- Staff Transportation
- Staff Training
- Postage
- Liability, Property, and Other Insurance
- Vehicle Insurance
- Vehicle Operations and Maintenance
- Printing
- Client Transportation
- Client Supplies & Activities
- Client Stipends
- Prepared Meals
- Raw Food
- Misc. Other

To populate this field, click on the amount, type in the amount, and hit the **enter** key to save the amount. Alternatively, you can click on the **save** button on the bottom of the page between fields.

DO NOT ENTER INFORMATION IN ANY FIELD OTHER THAN THE “OTHER” EXPENSE CATEGORY!

PLEASE REFER TO THE VALUE ON YOUR CONTRACT SUM SHEET WHEN ENTERING THIS VALUE. All providers must complete and attach the **ACS Budget Document Template** (see Pg. 21 for instructions) and refer to the “Operations and Support” section total when completing this tab.

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials



UTILITIES

Do not use the "Utilities" tab.

Prov Demo - ACS Residential Care 3		\$30,000.00				
Budget Summary		Personnel Services	Operations & Support	Utilities	Professional Services	Rent
Contracted Services	Rate	Milestone	Unallocated Funds	Indirect Rate	Program Income	
OTPS - Utilities						
Utilities	FY Budget	YTD Invoiced Amount	Remaining Amount			
- Operations and Support	\$0.00	\$0.00	\$0.00			
Telephone - Land lines		\$0.00	\$0.00			
Electric	\$0.00	\$0.00	\$0.00			
Water/Sewer	\$0.00	\$0.00	\$0.00			
Oil - Heating	\$0.00	\$0.00	\$0.00			
Gas - Heating	\$0.00	\$0.00	\$0.00			
Security Systems	\$0.00	\$0.00	\$0.00			
Internet Connectivity	\$0.00	\$0.00	\$0.00			
Mobile Phones	\$0.00	\$0.00	\$0.00			
Bundled Communications	\$0.00	\$0.00	\$0.00			

Please refer to the "Rent" tab for instructions on utility-related expenses.

DO NOT ENTER INFORMATION IN ANY CATEGORY ON THIS TAB.

ALL PROVIDERS MUST COMPLETE AND ATTACH THE ACS BUDGET DOCUMENT TEMPLATE ITEMIZING THESE EXPENSES.

To fill in the amounts in the operations and support field click on the amount, type in the amount and hit the **enter** key to save the amount.

New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials

PROFESSIONAL SERVICES

 Do not click on the “Professional Services” tab.

DO NOT
USE THIS
BOX



Professional Services costs are associated with independent entities with professional or technical skills. Please use the “Other OTPS” section in the Operations and Support tab for these expenses. In that, you will enter your costs associated with Information Technology, Legal, Accounting, and A-133 Audit Fees.

New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials

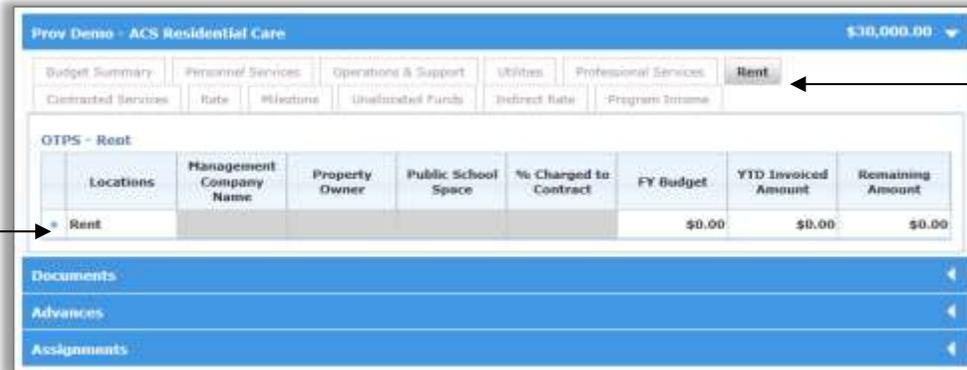
RENT



Next click on the “Rent” tab.

Rent includes all rent paid by a program for all sites utilized by that program. The **Rent Tab** is where you will record your **Rent, Utilities and Debt Service Costs**. Where applicable, **Real Estate Taxes will also be recorded in this section**. Please note that Real Estate taxes are **not** base-lined in the budget. Please use **ACS Budget Document Template** to sum and report in the line titled “Rent”. (See Pg. 21 for instructions on completing **Attachment 1: ACS Budget Document Template**). **PLEASE REFER TO THE VALUE ON YOUR CONTRACT SUM SHEET WHEN ENTERING THIS VALUE.**

Click on the “+” symbol next to the Rent row to expand the field.



Click “+Add” and enter the Rent Information. Click “Save”



The Rent category includes the sum of the following expenses.

- Rent
- Telephones –Land Lines
- Electric
- Water/Sewer
- Oil – Heating
- Gas- Heating
- Security Systems
- Internet Connectivity
- Mobile Phones
- Bundled Communications

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

CONTRACTED SERVICES



Next, click on the "Contracted Services" tab.

The Contracted Services tab replaces the **OTPS Consultant Category** from the former budget document. **Contracted Services** costs are associated with independent entities with professional or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Also, independent (usually non-profit) entities retained to perform program services. **PLEASE REFER TO THE VALUE ON YOUR CONTRACT SUM SHEET WHEN ENTERING THIS VALUE.**

Please sum all such services and report only in the "Consultant" line.

Prov Demo - ACS Residential Care 3 \$30,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Contracted Services

Total Contracted Services:		\$0.00
YTD Invoiced Amount:		\$0.00

OTPS Contracted Services	Description of Service	FY Budget	YTD Invoiced Amount	Remaining Amount
Consultants		\$0.00	\$0.00	\$0.00

Page 1 of 0

OTPS Contracted Services	Description of Service	FY Budget	YTD Invoiced Amount	Remaining Amount
- Sub-Contractors		\$0.00	\$0.00	\$0.00

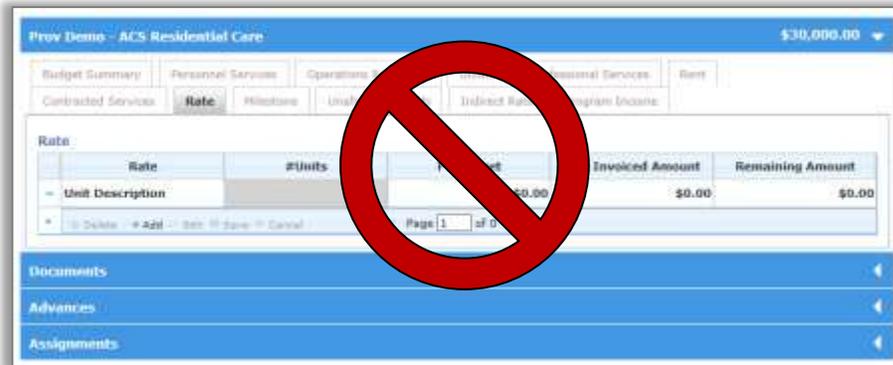
Page 1 of 0

OTPS Contracted Services	Description of Service	FY Budget	YTD Invoiced Amount	Remaining Amount
- Vendors		\$0.00	\$0.00	\$0.00

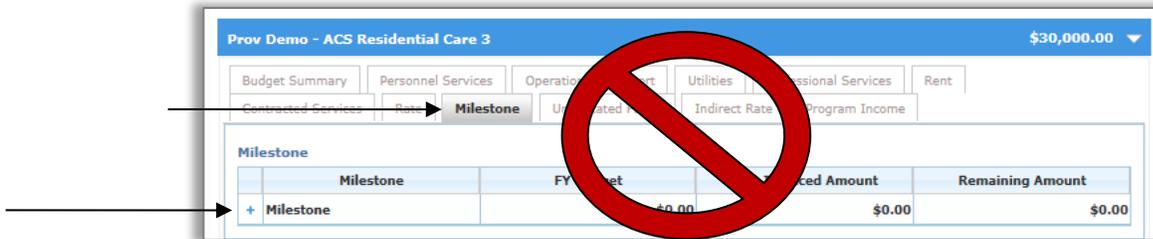
New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

RATE/MILESTONES/UNALLOCATED FUNDS

➔ The next tab is labeled **“Rate”**. We will **not** be utilizing this tab.

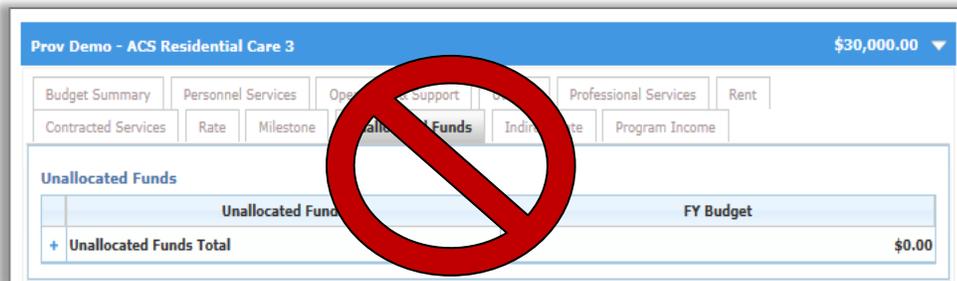


➔ The next tab is labeled **“Milestone”**. We will **not** be utilizing this tab.



Milestone costs are typically an achievement set forth in the Request for Proposals (RFP).

➔ The next tab is labeled **“Unallocated Funds”**. We will **not** be utilizing this tab.



New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

INDIRECT RATE



Click on the "Indirect Rate" tab.

The **Indirect Rate** tab is where you will record your **Administrative Overhead** costs.

Total Indirect Costs	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Indirect Costs Total	\$0.00	\$0.00	\$0.00

****Please note, the Indirect Rate % that Accelerator Financials generates includes the amounts captured on the Rent Tab.**

Indicate the dollar amount represented by overhead. The overhead rate may not exceed the percentage indicated for this expense category per your agency's service contract. The total cost excludes those identified on the Rent Tab (Rent, Real Estate Taxes, Debt Services).

All Administrative Overhead charges should be supported by the most current Certified Financial Statement. Please see instructions on Pg. 30 for Attachment 2: Allocation Methodology Worksheet.

New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials

PROGRAM INCOME

➔ The last tab is labeled “Program Income”.

Program Income is used to list anticipated income the program generates. This is what ACS refers to as private share or private match. All fees and other payments received by the Agency for the provision of ACS services. Revenue shall include, but not be limited to other income realized in the operation of the ACS program funded in this Fiscal Year including in-kind resources and/or monetary donations and other sources.

To the extent funding realized through other sources, i.e., grants, fund raising activities, is applied to the ACS budget to enhance individual tabs, the aggregate of such enhancements will be indicated as Revenue and offset ACS expenses. During the course of the year, any changes to the revenue enhancements reported in the approved budget would be made through the budget modification process

Agencies that receive funding from other sources are required to report this funding if it is applied to the ACS line item budget and impacts the Gross Amount. Dollar amounts indicated for Revenue are considered Agency responsibility.

Program Income		FY Budget	Income	Remaining Amount
+	Program Income	\$0.00	\$0.00	\$0.00

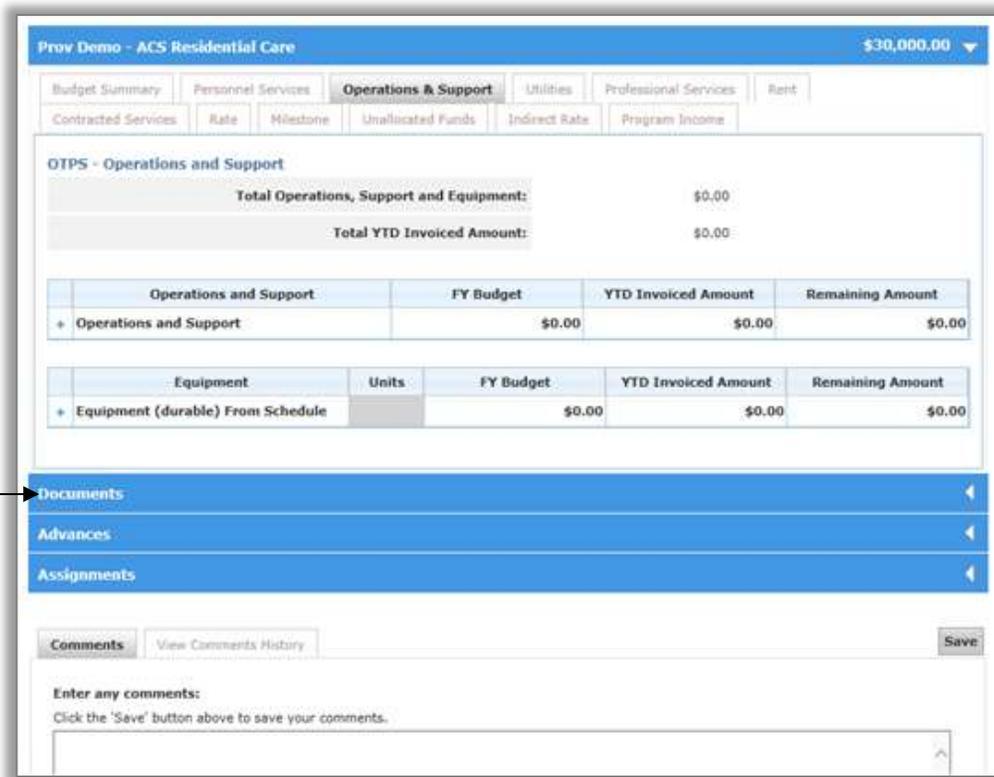
New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials

UPLOADING DOCUMENTS

 **Documents**

The **Document** header is always available at the bottom of all the budget screens. This is where you will upload all of the corresponding **worksheets** and **required back up documentation**.

To begin, click on the “Documents” header to open the documents widget.



Document Widget



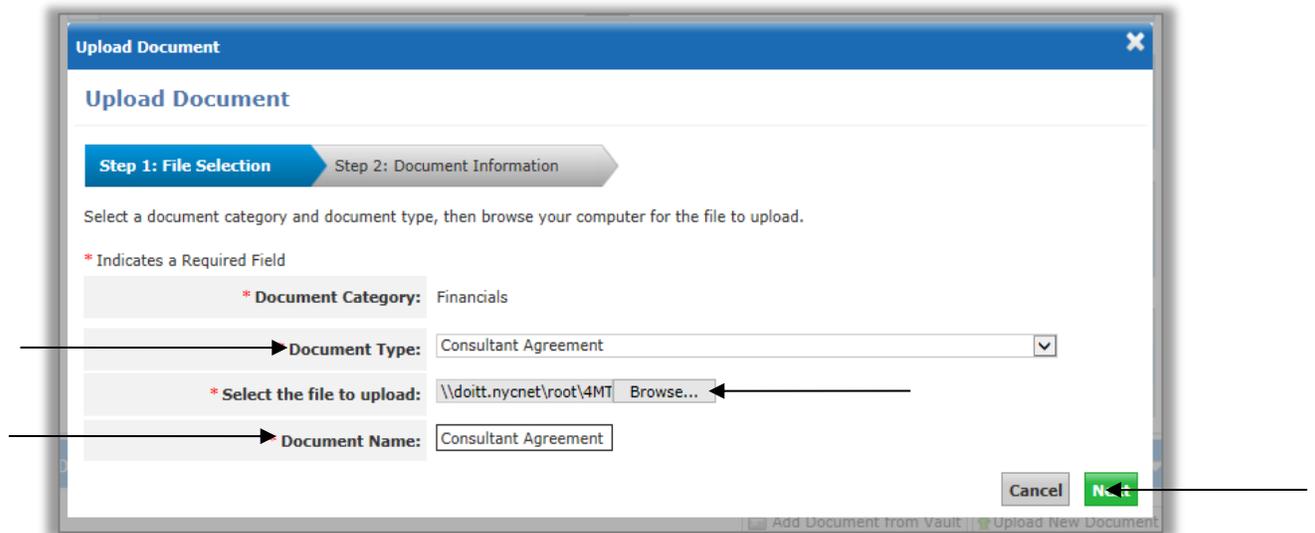
Click on the “Upload New Document”

New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials

Select the “Document Type”

The pre-loaded listed document types are:

- Subcontractor Agreement
- Consultant Agreement
- Cost Allocation Plan
- Receipts/Proof of Payment
- Paystubs
- Indirect Rate Justification
- Debt Service Documentation
- Real Estate Tax Document
- Administrative Overhead Documentation
- Documentation of Funding Sources
- Banking Documentation
- Recoupment Justification Documentation
- Fringe Benefits Justification
- Program Income Documentation
- Financial Disclosure Forms
- Other



Click the “Browse” button to select the document

Enter the “Document Name”

The worksheets, and corresponding document types, to be attached are:

Worksheet

Justification Worksheet
ACS Budget Document
Allocation Methodology Worksheet

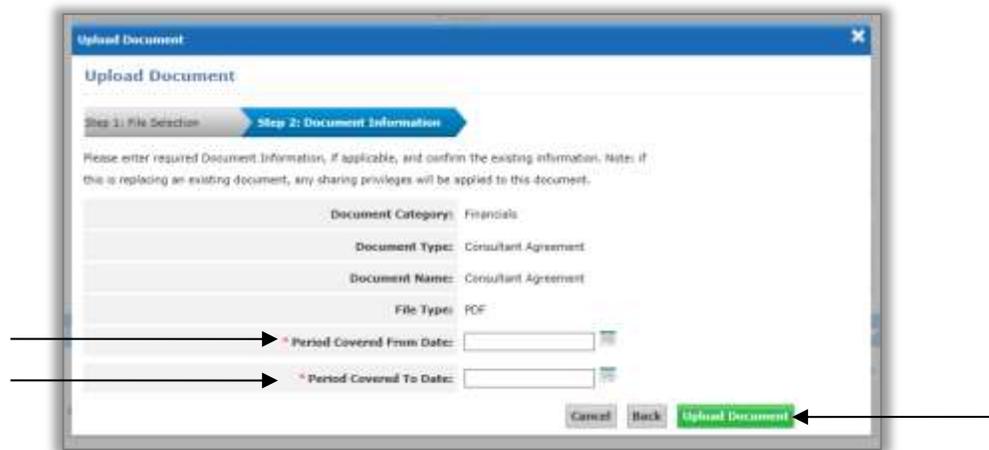
Corresponding Document Type

Receipts/Proof of Payment
Other
Cost Allocation Plan

New York City Administration for Children's Services Budget Instructions for Accelerator Financials

Click “Next”

Enter the “Period Covered From Date” and the “Period Covered To Date”



Upload Document

Step 1: File Selection Step 2: Document Information

Please enter required Document Information, if applicable, and confirm the existing information. Note: if this is replacing an existing document, any sharing privileges will be applied to this document.

Document Category: Financials

Document Type: Consultant Agreement

Document Name: Consultant Agreement

File Type: PDF

* Period Covered From Date:

* Period Covered To Date:

Cancel Back Upload Document

Click “Upload Document”

A green message bar will appear that the document uploaded successfully.



Documents

Document uploaded successfully

Add Document from Vault Upload New Document

Document Name	Document Type	Attached By	Attachment Date	Actions
Consultant Agreement	Consultant Agreement	John Doe	12/23/2013	I need to...

Repeat the process to attach each document.

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

INSTRUCTIONS FOR COMPLETING THE REQUIRED WORKSHEETS

ATTACHMENT 1: ACS BUDGET DOCUMENT

For your budget submission, please complete the ACS Budget Document Template by contract. The Budget template has six (6) tabs; CONTRACT SUM, TITLE, CONSULTANTS, RENT, FRINGE, and OTPS. The values on the CONTRACT SUM sheet should be entered into the Accelerator system. The other five (5) sheets are the backup to the values. (Please see the Excel file titled “ACS Budget Document Template” to complete this exercise.)

- ❖ **Personnel Services:** ACS expects all agencies to pay their employees on a timely basis and at fair and competitive salaries. ACS expects to be informed in writing if a timely payment cannot be made. All Cost of Living adjustments (COLAs) given to the agencies are expected to be passed on to the staff expeditiously. Even though you are using accurate titles for your staff, you will only be entering 2 titles into the Accelerator Financials system: Other Program Administration Staff; which is the total of your direct staff, and Other Support Staff; which is the total of your indirect staff.
- ❖ **Fringe Benefits:** Fringe rates should be consistent with an agency's other ACS program budgets. Unless justified, fringe rates should not exceed percentage approved in your agency's service contract. ACS expects that agencies are making the required payments for: employee pension contributions, unemployment insurance, disability insurance, worker's compensation, health insurance, and payroll tax.
- ❖ **Consultants:** Agencies may hire consultants. ACS expects the agencies to pay their consultants on a timely basis and at fair and competitive rates.
- ❖ **Indirect Cost/ Administrative Overhead:** Administrative overhead of an agency's PS and OTPS subtotal is based on the overhead percentage approved in your agency's service contract.
- ❖ **Leases:** Agencies must maintain a current lease and have it on file.
- ❖ **Program Assets:** Agencies must maintain an inventory of all equipment, furniture and supplies purchased with ACS funds, and have it on file.
- ❖ **Liability Insurance:** Agencies must maintain current liability insurance and have the policy on file.
- ❖ **Other Than Personnel Services (OTPS):** These are expenses that are necessary for the direct operation of the program; this does not include overhead expenses. OTPS items include supplies, telephones, fax machines, etc.
- ❖ **Non allowable OTPS items:** Please refer to the contract for these items. In addition, loans to employees, board members and officers are a non-allowable OTPS item.

**New York City Administration for Children's Services
Budget Instructions for Accelerator Financials**

**ADMINISTRATION FOR CHILDREN'S SERVICES
FY2015 PROGRAM FULL BUDGET SUBMISSION
CONTRACT SUMMARY PAGE**

THE VALUES ON THIS SHEET SHOULD BE ENTERED INTO ACCELERATOR FINANCIAL

AGENCY NAME:
AGENCY ADDRESS:
PROGRAM NAME:
PROGRAM TYPE:
BUDGET PERIOD:
TAX ID NO:
Contract #:

PROGRAM CAPACITY: _____ **Slots/ Beds** **PRIVATE MATCH/ Program Income:** \$ _____
(if required)

LINE	CATEGORY	ACS PROGRAM BUDGET AMOUNT	PERCENTAGES	COMMENTS
1	Salaries: Other Program Administration Staff (Direct)			
1	Salaries: Other Support Staff (Indirect)			
SALARIES SUBTOTAL		\$0		
2	FRINGE BENEFITS		=%(line 2/line 1)	This amount should not exceed 26% of Salary
PERSONNEL SVCS SUBTOTAL		\$0	=%(line 3/line 8)	
3	Contracted Services			
4	RENT AND UTILITIES			
5	Operations & Support (Other OTPS)			
OTPS SUBTOTAL		\$0	=%(line 7/line 8)	
PS & OTPS SUBTOTAL		\$0		
6	Indirect Cost (Overhead)		=%(line 9/line 8)	This amount should not exceed 10% of PS & OTPS Subtotal.
GRAND TOTAL		\$0		

Private Match/ Program Income Description:

--

Agencies must allocate their costs to the appropriate ACS and non-ACS programs using a fair and accurate allocation methodology. The allocation methodology must be based on expense type, i.e.: square footage for space costs, full time equivalent (FTE) or working hours for personnel costs, etc. The method must be developed in accordance with generally acceptable accounting principles and applicable laws, regulations and policies.

Agency Fiscal Director

**New York City Administration for Children's Services
Budget Instructions for Accelerator Financials**

ADMINISTRATION FOR CHILDREN'S SERVICES
FY2015 PROGRAM FULL BUDGET SUBMISSION
SALARY SUMMARY BY TITLE

AGENCY: _____
 BOROUGH: _____
 MAILING ADDRESS: _____

SITE	Direct/ Indirect (D/I)	TITLE	NUMBER OF INDIVIDUALS IN TITLE	HOURS PER WEEK TO PROGRAM	FULL TIME EQUIVALENT POSITION (i.e.: 0.5 FTE or 1 FTE)	ANNUAL SALARY	ACS BUDGETED AMOUNT	OTHER FUNDING, IF APPLICABLE
		Program Director						
		Supervisor						
		MSW Case Planner						
		BA Case Planner						
		Secretary						
		Program Director						
		Supervisor						
		MSW Case Planner						
		BA Case Planner						
		Secretary						
		Program Director						
		Supervisor						
		MSW Case Planner						
		BA Case Planner						
		Secretary						
TOTAL						\$0	\$0	\$0
		Total Direct						
		Total Indirect						
		Total Salaries				\$0	\$0	\$0

Please list the additional titles which your budget will fund. List the hours per week each title is to dedicate to the program; this listing is per title, not a sum of employees. For instance, if a site employs 2 full-time BA Case Planner's, the Number of Individuals in Title would read 2, and the Hours Per Week to Program would read 35. The equation for FTE equals (number of months worked divided by 12) times (number of hours worked per week divided by the agency standard work week).

Other Funding makes up the difference, if applicable, between the ACS Budgeted Amount and the Annual Salary. This can be outside grants or in-kind contributions (private match).

Agencies must allocate their costs to the appropriate ACS and non-ACS programs using a fair and accurate allocation methodology. The allocation methodology must be based on expense type, i.e.: square footage for space costs, full time equivalent (FTE) or working hours for personnel costs, etc. The method must be developed in accordance with generally acceptable accounting principles and applicable laws, regulations and policies.

**New York City Administration for Children's Services
Budget Instructions for Accelerator Financials**

ADMINISTRATION FOR CHILDREN'S SERVICES FY2015 PROGRAM FULL BUDGET SUBMISSION FRINGE BENEFITS					
AGENCY:					
BOROUGH:					
MAILING ADDRESS:					
SITE NAME AND FRINGE DESCRIPTION	RATE	TOTAL NUMBER OF EMPLOYEES	TOTAL SALARIES	ACS BUDGETED AMOUNT	OTHER FUNDING, IF APPLICABLE
SITE NAME:					
<i>FICA</i>					
<i>WORKER'S COMPENSATION</i>					
<i>DISABILITY INSURANCE - SHORT TERM</i>					
<i>UNEMPLOYMENT INSURANCE</i>					
<i>OTHER INSURANCE (LIST EACH)</i>					
<i>MEDICAL</i>					
SITE NAME:					
<i>FICA</i>					
<i>WORKER'S COMPENSATION</i>					
<i>DISABILITY INSURANCE - SHORT TERM</i>					
<i>UNEMPLOYMENT INSURANCE</i>					
<i>OTHER INSURANCE (LIST EACH)</i>					
<i>MEDICAL</i>					
SITE NAME:					
<i>FICA</i>					
<i>WORKER'S COMPENSATION</i>					
<i>DISABILITY INSURANCE - SHORT TERM</i>					
<i>UNEMPLOYMENT INSURANCE</i>					
<i>OTHER INSURANCE (LIST EACH)</i>					
<i>MEDICAL</i>					
TOTAL - FRINGE BENEFITS	0.00%			\$0.00	\$0.00

Other Funding makes up the difference, if applicable, between the ACS Budgeted Amount and the Total Salary. This can be outside grants or in-kind contributions (private match).

If your fringe benefits are higher than 26%, please provide supporting documentation to explain this rate.

Agencies must allocate their costs to the appropriate ACS and non-ACS programs using a fair and accurate allocation methodology. The allocation methodology must be based on expense type, i.e.: square footage for space costs, full time equivalent (FTE) or working hours for personnel costs, etc. The method must be developed in accordance with generally acceptable accounting principles and applicable laws, regulations and policies.

**New York City Administration for Children's Services
Budget Instructions for Accelerator Financials**

ADMINISTRATION FOR CHILDREN'S SERVICES FY2015 PROGRAM FULL BUDGET SUBMISSION RENT AND UTILITIES			
AGENCY:			
BOROUGH:			
MAILING ADDRESS:			
TERM OF LEASE:			
LEASE RENEWAL: <input type="checkbox"/> YES <input type="checkbox"/> NO			
PROGRAM ADDRESS:			
FLOOR AND ROOM NUMBER:			
COST PER SQ. FT.:			
LANDLORD'S NAME:			
LANDLORD'S ADDRESS:			
RENTAL COST	ACS BUDGETED AMOUNT	EQUATIONS (ONLY APPLICABLE TO ACS FUNDING)	OTHER FUNDING, IF APPLICABLE
SQ. FT. USED FOR ACS ACTIVITY			
COST PER SQ. FT.			
TOTAL COST OF SQUARE FOOTAGE	\$ -	=[(Cost per Sq. Ft.) x (Sq. Ft. for ACS Activity)] This is your Rental Cost.	
UTILITY COST		= (Electricity) + (Gas)	
TOTAL - RENT & UTILITIES	\$ -	=(Utility Cost) + (Rental Cost)	\$ -
<p>Other Funding makes up the difference, if applicable, between the ACS Budgeted Amount and the Cost of the Rent and Utilities associated with the program. This can be outside grants or in-kind contributions (private match).</p> <p>Agencies must allocate their costs to the appropriate ACS and non-ACS programs using a fair and accurate allocation methodology. The allocation methodology must be based on expense type, i.e.: square footage for space costs, full time equivalent (FTE) or working hours for personnel costs, etc. The method must be developed in accordance with generally acceptable accounting principles and applicable laws, regulations and policies.</p>			

**New York City Administration for Children's Services
Budget Instructions for Accelerator Financials**

ADMINISTRATION FOR CHILDREN'S SERVICES FY2015 PROGRAM FULL BUDGET SUBMISSION OTHER PROGRAMMATIC OTPS - EXPENSES NECESSARY TO OPERATE		
AGENCY:		
BOROUGH:		
MAILING ADDRESS:		
CATEGORY	ACS BUDGETED AMOUNT	OTHER FUNDING, IF APPLICABLE
AUDIT FEES		
COMMERCIAL LIABILITY INSURANCE		
OTHER INSURANCE		
EQUIPMENT		
SERVICES TO CLIENT: (Itemize)		
OTHER OTPS:		
Stipends (PYA only)		
TOTAL		
<p>Other Funding makes up the difference, if applicable, between the ACS Budgeted Amount and the Total Cost of Services. This can be outside grants or in-kind contributions (private match).</p> <p>Please refer to the instructions for non-allowable expense items.</p> <p>Agencies must allocate their costs to the appropriate ACS and non-ACS programs using a fair and accurate allocation methodology. The allocation methodology must be based on expense type, i.e.: square footage for space costs, full time equivalent (FTE) or working hours for personnel costs, etc. The method must be developed in accordance with generally acceptable accounting principles and applicable laws, regulations and policies.</p>		

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

ATTACHMENT 2: ALLOCATION METHODOLOGY WORKSHEET

This form must be completed for all annual budget contract reviews of programs for which ACS budget line-items represent less than 100% of the total program line-item costs. The form must also be completed for all Reports or Budget Modifications when the allocation methodology has changed.

Specify PS and/or OTPS line items charged to ACS' contract at less than 100%. Any FTE that is less than 1 should be included on the worksheet.

Specify the calculation used. The example below demonstrates the calculation of charging 10% rent to ACS.

$$\frac{\text{Program Sq. Ft}}{\text{Total Agency Sq. Ft.}} = \frac{100}{1,000} = 10\%$$

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

ALLOCATION METHODOLOGY GUIDELINES

For all costs (PS and OTPS) charged to ACS' contract at less than 100% the provider must specify an allocation methodology and indicate the method used on **Allocation Methodology Worksheet**. The following list is not meant to cover every possible PS and OTPS cost. In addition, there may be exceptions to the following guidelines, which should be considered on an individual basis. Any PS or OTPS methodology should be reasonable, consistent and auditable.

The following are suggested allocation methodologies for PS and OTPS expenses. If your agency already has protocols that meet ACS standards, you are encouraged to continue to use them.

PS EXPENSE

Allocation of Direct Program Employees

If the person is dividing a full work-week between several programs, a provider must determine how much to charge the ACS program on the annual contract budget review. There are several ways to allocate time:

- **Timesheet sampling**: This method involves analyzing two or three weeks of timesheets once a quarter (four times a year). For the sampling periods, note which hours each day the employee works on which projects. Based on that, assume that throughout the year there is the same ratio of time spent on each project. Conduct one sample when preparing the annual contract budget review, and all four by the close-out. Use weeks that generally reflect how an employee spends his/her time. When using this method, write, "Timesheet sampling" as the allocation methodology.
- **Timesheets throughout the year**: This is similar to above but involves analyzing each week's timesheet. The allocation methodology is called "Annual Timesheets."

Part-Time Employees

A provider needs to define the cost of an individual who works less than full time.

- If the person works part-time because the position is part time, to determine the FTE divide the number of hours worked by the total number of hours in the workweek. Under allocation methodology state "Position is part-time, 100% ACS."
- If a person works part-time and allocates his/her time, determine the FTE and then allocate the proportional number of hours as described above. Under allocation methodology, state "Position is part-time, X% FTE, Y% ACS, allocation method." For example, if a facility has a 35 hour work week and an employee works 17.5 hours, the FTE = .5. If this program equals 40% of the agency's costs, a provider would charge 40% of 17.5, or 7 hours to ACS. Therefore, the FTE on the annual review is 20%, which represents the 7 hours spent on this program of the 35 hour work-week, and the allocation methodology is "Position is part-time, 50% FTE, 20% ACS, proportional costs."

New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials

OTPS EXPENSE

Below is a list of various OTPS costs, followed by the preferred methodology for allocating these costs. If more than one methodology is listed, they appear in the order of preference. OTPS costs should only be allocated when they cannot be directly attributed to a particular program.

<u>OTPS EXPENSE</u>	<u>PREFERRED ALLOCATION</u> <u>METHODOLOGIES</u>
1. Operations & Support	
<ul style="list-style-type: none"> • Office Supplies • Facilities Repairs & Maintenance • Safety and Health • Waste & Recycling Removal 	} # of FTE’s/total Sq. Footage
<ul style="list-style-type: none"> • Staff Transportation • Staff Training • Recruitment and Advertising 	} # of FTE’s
<ul style="list-style-type: none"> • Postage 	# of FTE’s/Clients Served or slots
<ul style="list-style-type: none"> • Vehicle Insurance • Vehicle Operations and Maintenance 	} # of FTE’s/Clients Served or slots/ # of Vehicles
<ul style="list-style-type: none"> • Printing 	# of FTE’s/Clients Served or slots/ # of Instruments
2. Utilities	
<ul style="list-style-type: none"> • Telephones –Land Lines 	# of FTE’s/ # of Instruments/Sq Footage
<ul style="list-style-type: none"> • Electric • Water/Sewer • Oil – Heating • Gas- Heating • Security Systems 	} # of FTE’s /Sq. Footage
<ul style="list-style-type: none"> • Internet Connectivity • Mobile Phones • Bundled Communications 	} # of FTE’s /Sq. Footage/ # of Instruments

New York City Administration for Children’s Services
Budget Instructions for Accelerator Financials

<ul style="list-style-type: none"> • Information Technology • Legal • Accounting • A-133 Audit Fees 	<ul style="list-style-type: none"> # of FTE’s/ Sq. Footage/ Clients Served or slots / # of Instruments # of FTE’s/ Sq. Footage/Clients Served or slots # of FTE’s / Clients Served or slots Award Amount
<p>3. Rent</p>	<p>Sq. Footage</p>
<p>4. Contracted Services</p> <ul style="list-style-type: none"> • Consultants • Medical • Contracted Security • Maintenance 	<p>} # of FTE’s / Clients Served or slots/ Sq. Footage</p>
<ul style="list-style-type: none"> • Food Service 	<p>Clients Served or slots</p>
<ul style="list-style-type: none"> • Contracted Temp Services 	<p># of FTE’s/Clients Served or slots/ Sq. Footage</p>
<ul style="list-style-type: none"> • Information Technology • Legal • Accounting • A-133 Audit Fees 	<ul style="list-style-type: none"> # of FTE’s/ Sq. Footage/ Clients Served or slots / # of Instruments # of FTE’s/ Sq. Footage/Clients Served or slots # of FTE’s / Clients Served or slots Award Amount

ATTACHMENT 3: JUSTIFICATION FOR BUDGET CHANGES EXCEEDING 10% WORKSHEET

During the fiscal year, if a budget modification of more than 10% (both increase and decrease) needs to occur on an expense category tab), enter the tab name, dollar change, percent (%) change, and justification.

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials



JUSTIFICATION WORKSHEET

Agency/Provider: _____
Facility: _____

FY'15 JUSTIFICATION WORKSHEET
FOR CHANGES EXCEEDING 10%

Category	Dollar Change	% Change	Justification

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

Now that all of the worksheets have been filled out and uploaded,
it is time to review.

SUBMITTING THE BUDGET

➔ Click on the “Budget Summary” tab

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$0.00

Save Submit

Prov Demo - ACS Residential Care \$30,000.00

Budget Summary Personal Services Operations & Support Utilities Professional Services Rent
Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Budget Summary View Printer Friendly Version

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Total City Funded Budget	\$30,000.00	\$0.00	\$30,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$30,000.00	\$0.00	\$30,000.00

Documents
Advances
Assignments

Comments View Comments History Save

Enter any comments:
Click the 'Save' button above to save your comments.

The **Budget Summary** tab displays the overall budget. Here you can review all of the information you have entered for accuracy. A budget **cannot** be submitted until it adds up to the total budget amount.

To review additional details about the budget breakdown **click on the “+” symbol** next to the **Total City Funded Budget** row to expand the field.

New York City Administration for Children's Services Budget Instructions for Accelerator Financials

The screenshot shows a budget summary for 'Prov Demo - ACS Residential Care' with a total budget of \$30,000.00. The interface includes a table with columns for Line Item, FY Budget, YTD Invoiced Amount, and Remaining Amount. The table shows a total city funded budget of \$30,000.00, with direct costs totaling \$30,000.00. Direct costs are broken down into Total Salary and Fringe (\$12,000.00), Total OTPS (\$11,000.00), Total Rate Based (\$6,900.00), and Total Mileage Based (\$0.00). Indirect costs are \$0.00 with an indirect rate of 0.00%. Total program income is \$0.00, resulting in a total program budget of \$30,000.00.

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
- Total City Funded Budget	\$30,000.00	\$0.00	\$30,000.00
Total Direct Costs	\$30,000.00	\$0.00	\$30,000.00
+ Total Salary and Fringe	\$12,000.00	\$0.00	\$12,000.00
+ Total OTPS	\$11,000.00	\$0.00	\$11,000.00
Total Rate Based	\$6,900.00	\$0.00	\$6,900.00
Total Mileage Based	\$0.00	\$0.00	\$0.00
Unallocated Funds	\$0.00	\$0.00	\$0.00
Total Indirect Costs	\$0.00	\$0.00	\$0.00
Indirect Rate 0.00 %			
Total Indirect Costs	\$0.00	\$0.00	\$0.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$30,000.00	\$0.00	\$30,000.00

Here you can review the budget for accuracy.

Have you mistakenly filled in the **Rate, Unallocated Funds, tabs?**

Is my Indirect Rate over the percentage total allowable per my contract excluding costs identified in the **Rent** tab?

Have you accounted for all of your costs?

After reviewing the budget click **“Submit”**

The screenshot shows a 'Confirm Submission' dialog box titled 'Submit Contract Budget'. It asks 'Are you sure you want to submit this Contract Budget?' and includes a checkbox for 'I agree to submit this Budget to the Agency for review.' which is checked. Below the checkbox are fields for 'User Name' and 'Password'. At the bottom, there are two buttons: 'No, do NOT submit this Budget' and 'Yes, submit this Budget'. Arrows point to the checkbox, the User Name field, and the 'Yes, submit this Budget' button.

New York City Administration for Children's Services Budget Instructions for Accelerator Financials

Select the box to indicate that you agree to submit the Budget to the Agency for review.

Enter your "User Name" and "Password" as your signature.

Click "Yes, submit this Budget" at the bottom of the screen.

The screenshot shows the 'Contract Budget' page in the NYC HHS Accelerator system. A green message bar at the top states: 'Contract Budget has been successfully submitted and will be reviewed by the Agency.' Below this, the 'Contract Information' section displays details for 'Administration for Children's Services (ACS)'. The 'Fiscal Year Budget Information' table is as follows:

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$0.00

A green message bar will confirm that your budget was successfully submitted and will be reviewed by the Agency.

Once your budget has been submitted, the Budget Status will change to Pending Approval.

ACS will either approve the Budget or return it for revision. You will receive notification and alerts, in the system and in your email inbox, if actions are required by your organization.

ADVANCES AND DUE DATES

There is a significant change to advance payment processing in the Accelerator system. A contract budget must be approved before an advance payment can be processed. We have moved up our dates to accommodate this change.

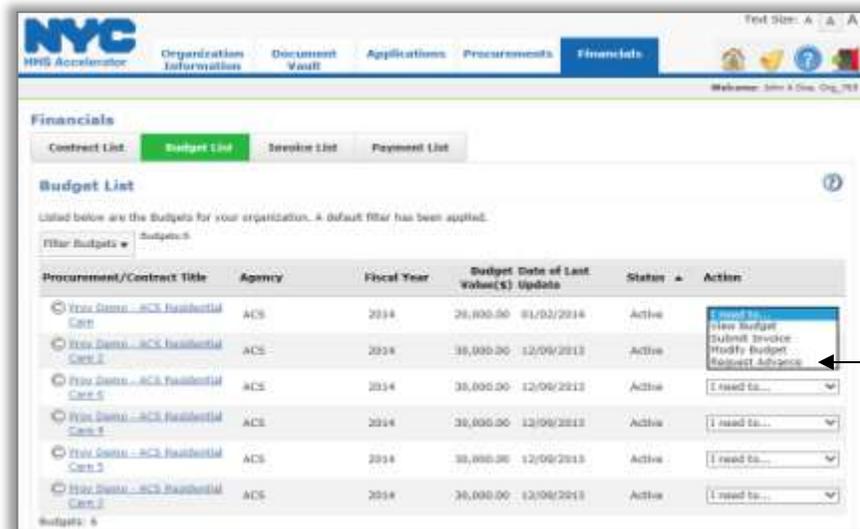
New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

Annual Contract Budget Review submissions are due Tues, 7/1/14.

Click on the number hyperlink next to "Active Budgets"



To request an advance, first click on the "Refresh" icon on the Financials section of the homepage.



Click "Request Advance" from the drop down menu of the budget that you would like to request an advance from.

New York City Administration for Children’s Services
 Budget Instructions for Accelerator Financials

Enter a brief description on the “Advance Description” box.

Enter the amount you are requesting in the “Advance Amount Request (\$)” box.

Click on “Request Advance”

A green message bar will confirm that the Advance Request was submitted.

NYC HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | **Financials**

Text Size: A A A

Welcome: John A Doe, Org_765

Financials

Contract List | **Budget List** | Invoice List | Payment List

Budget List

✓ Advance request submitted.

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets Budgets: 6

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
Prov_Demo - ACS Residential Care	ACS	2014	20,000.00	01/02/2014	Active	I need to...
Prov_Demo - ACS Residential Care 2	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov_Demo - ACS Residential Care 6	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov_Demo - ACS Residential Care 4	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov_Demo - ACS Residential Care 5	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov_Demo - ACS Residential Care 3	ACS	2014	30,000.00	12/09/2013	Active	I need to...

Budgets: 6

List of Appendices & Attachments

Appendix I: List of Approved ACS Titles

Appendix II: Introduction to the Document Vault

Attachment 1: ACS Budget Document

Attachment 2: Allocation Methodology Worksheet

Attachment 3: Justification Worksheet

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

APPENDIX I

ACS LIST OF APPROVED TITLES

Account Manager
Accountant (606)
Accountant/Bookkeeper (703)
Administrative Assistant (612)
Administrator
After School Program Director
Assistant Bookkeeper
Assistant Director
Assistant Executive Director (602)
Assistant Manager
Assistant Mental Hygiene Director (702)
Assistant Program Director (502)
Assistant Supervisor
Assistant Vice President
Associate Director
Associate Medical Director
Associate VP of Programs
Bilingual Specialist
Budget Manager
Career Advisor/Coach
Case Manager (301)
Case Manager Supervisor
Case Planner/Worker
Chief Executive Officer
Chief Financial Officer
Child Care Provider
Clerical Associate
Clerk
Clinical Coordinator (Does not apply to OPWDD) (342)
Clinical Practitioner
Coach
College Aide
Compliance Specialist
Comptroller/Controller (603)
Computer/Data/Statistical Specialist (609)
Contract Manager
Coordinator
Counseling Aide/Assistant-Alcoholism and Substance Abuse (Does not apply to SED) (268)
Counseling Specialist
Counselor-Alcoholism and Substance Abuse (SED use Code 305) (267)
Counselor-Rehabilitation (Master's Level) (305)
Custodian Assistant/Aide
Dance/Music Instructor
Data Analyst

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

Data Entry Clerk
Data Entry/MIS
Data Management Coordinator
Database Developer
Deputy Director
Deputy Program Coordinator
Director
Director of Division (604)
Director of Finance
Director of Personnel
Director of Program And Job Development
Director of Program Operations
Discharge Planners
Doctor
Driver
Education Coordinator (Teacher License)
Education Specialist
Employment/Education Specialist
Escort
Evaluator
Executive Assistant
Executive Director
Executive Director/Chief Executive Officer (601)
Facilitator
Family Counselor/Therapist (344)
Family Worker
Fiscal Officer
Foster Care Director
Group Leader
Group Worker
Health Counselor
Housekeeping and Maintenance (102)
Housing Specialist
HR Generalist
Instructor
Intake Specialist
Intern
IT Desk Top Support
IT Technician
IT Technician (Assistant)
Job Developer
Job Readiness Counselor
Juvenile Coordinator
Legal Assistant
Maintenance Custodian
MSW Case Planner
Nurse-Licensed Practical (316)
Nurse Practitioner/Nursing Supervisor (315)

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

Nurse/Registered Nurse (317)
Nurse's Aide/Medical Aide (339)
Operations Assistant
Operations Coordinator
Operations Specialist
Other Agency Administration Staff (690)
Other Clinical Staff/Assistants (390)
Other Direct Care Staff (290)
Other LGU Administration Staff (790)
Other Program Administration Staff (590)
Other Support Staff (190)
Outreach Specialist
Parent Aide
Peer Specialist (266)
Physician-MD (320)
Physician's Assistant (319)
President
Principal Administrative Associate (PAA)
Program Assistant/Aide
Program Coordinator
Program Director (501)
Program Director (MD License)
Program Director (Teacher License)
Program Research/Evaluation (510)
Project Manager
Psychiatrist (318)
Psychologist (Licensed) (321)
Psychologist (Master's Level)/Behavioral Specialist (322)
Psychology Worker/Other Behavioral Worker (323)
Quality Assurance Manager
Receptionist
Recreation Coordinator
Regional Director
Respite/Skill Builder
Secretary
Security (105)
Senior Accountant
Senior Aide
Senior Case Manager
Senior Manager
Senior Staff Attorney
Senior Vice President
Services Coordinator
Site Administrator
Social Worker, Certified (CSW) (324)
Social Worker/ Social Worker Masters Level (325)
Supervisor
Support Staff

New York City Administration for Children's Services
Budget Instructions for Accelerator Financials

Team Leader
Therapist
Therapist-Activity/Creative Arts (332)
Therapist-Occupational (333)
Therapist-Physical (334)
Therapist-Recreation (330)
Therapist-Speech (335)
Tutor
Urban Housing Specialist
Vice President
Vice President of Clinical Operations
Vice President of Mental Health Services
Volunteer Coordinator
Youth Advocate
Youth Counselor
Youth Employment Coordinator
Youth Worker

APPENDIX II

Introduction to the Document Vault



Introduction to the Document Vault

To access the guide double click on the NYC HHS ACCELERATOR LOGO or go to:

<http://www.nyc.gov/html/hhsaccelerator/downloads/pdf/Introduction%20to%20the%20Document%20Vault.pdf>