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.