

FY 08 BUDGET REMINDERS FOR CBOs

- EIN# must be listed on the budget
- SUI# must be listed if salaries are indicated on the budget
- Budgets not accepted with PO Box address

- If a CBO is allocating monies for salaries, **MUST** list amount for Fringe Benefits
- **Minimum Rate for Fringe Benefits: 7.65%** of salaries to cover FICA
- Fringe Benefits cannot exceed: **30%** of Salaries (may include WC, Disability, Unemployment Insurance, Medical, Life & Pension Benefits)
- If not allocating funds for Fringe, CBO must attach letter they are responsible
- If a CBO is under the Fiscal Agent (YMS) who is responsible for CBOs accounting, the **Minimum Fringe Benefit Rate is 12.65%** of salaries & must be allocated
- If Budget Codes 9825 & 3625 are Stand Alones & under \$25,000 they will be going under YMS with no fee charged

- CBO must submit an Original General Liability Insurance Certificate for \$1 million dollars listing DYCD & City of New York on Certificate in 2 places on the Cert. Copy acceptable if Original is on file at DYCD
- If CBO wants to participate in the Central Insurance Program (CIP): **4.5%** of the total budget must be charged (NOT required to submit proof of insurance)

- **Consumable Supplies: Office & Maintenance supplies-Pens, Stationery, Books**
- **Equipment Purchases: Computers, Furniture, Cameras, VCR, Printers. etc., must list on budget all items to be purchased**
- **Equipment Other: Computer Software, Maintenance Service Contracts, rental & licensing fees for office equipment**
- **Travel: CBOs can charge for car repairs for business owned vehicles used for DYCD purposes & their Insurance Certificate has Automobile Insurance & lists DYCD & City of New York as additional insured**
- **Other Costs: Printing, Postage, Internet fees, AOL, Wiring, T-Shirts, Uniforms, Sports Supplies such as Basketballs, Hockey Sticks, Bats, Gloves, Refreshments, Awards, General Liability Insurance for CBOs not in CIP, Audit Fees**
- **Indirect Cost: Administrative overhead – maximum 10%**
- **CBOs under YMS cannot charge DYCD for Indirect Cost**
- **Consultant: allocated on budget must give description & attach copy of Agreement**
- **Sub-Contractor: allocated on budget must attach copy of the Agreement & list EIN#**
- **Vendors: allocated on budget must give description-Cleaning,Security,Accounting**
- **Audit Cost: allocated on budget must submit Audit Cost Allocation Form**
- **Space Rental: allocated on budget must attach Space Plan Form & Lease/DOE Permit**
- **If a CBO owns the building, cannot charge DYCD for Rent - can charge for building maintenance – must attach a breakdown & complete a Space Plan Form**

YMS FEE SCHEDULE

Contract Dollar Value	Fiscal Agent Fee – YMS
\$0 - \$ 25,000	\$1,200
\$25,000 - \$ 50,000	\$ 3,500
\$50,001 - \$100,000	\$5,100
\$100,001- \$250,000	\$7,100
\$250,001 – Over	\$10,000