EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)

DESK REVIEW SUPPORTING DOCUMENTATION

What we will cover:

➢ Invoice vs Desk Review

➢ Proper Desk Review Packet

➢ What Documentation is Needed

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Invoice vs Desk Review:

- Both may seem similar, as they will contain a lot of the same information.
- These each should be stand-alone documents.
- Your Desk Review (DR) will substantiate the expenditures in your Invoice.
- You only need to submit a DR on a schedule given by your Field Representative, but ALWAYS keep this documentation on file.

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What a proper DR will contain:

- Documentation Checklist

- Salaries and Benefits Worksheet

- Cover Pages Between Sections

- Highlights on Totals, and Allocation Breakdowns as Necessary

- Purchase Substantiations: invoices with payment shown, receipts, work orders, ETC

- Correct Order, Orientation, and Easy to Follow

Supporting Documentation Checklist

➢ The checklist is the required cover page for the Desk Review Supporting Documentation Packet

➢ Ensure you include the Grantee Name, the Program (JAG), the Invoice #, and the Reporting Period

➢ All grant funded amounts listed on the Invoice must also be listed on the checklist

➢ Ensure that all supporting documents within the packet are accurately labeled on the checklist, and ensure the amounts and items listed match the amounts and items on the Invoice

➢ As the Invoice Worksheet rounds to the nearest dollar, you can round the Grant Funds amounts and Invoice Total amount

➢ Must be signed and dated by your project's Authorized Financial Officer; wet or digital signatures are accepted

➢ All expenditures should clearly correspond to a Line Item Detail in the project budget; remember, each Line Item Detail is essentially a 'piggy bank'

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Grantee Invoice Supporting Documentation Checklist

Grantee Name: CBO
Program: Adult Reentry Grant   Invoice #:1   Reporting Period: 7/1/19-9/30/19

This Checklist will be the cover page of your supporting documentation packet. Complete the checklist to match the invoice listed above. **This Checklist is not an invoice; you must submit your invoice separately.**

	Grant Funds	Attached Docs	✓	For BSCC Use Only Comments	Initial
1. Salaries & Benefits	$2,347.00	Grantee Salaries and Benefits Worksheet Attached			
2. Services & Supplies	$489.00	Serv & Sup - Doc #1 Serv & Sup - Doc #2			
3. Professional Services	$141.00	Payroll Services - Doc #1			
4. NGO Subcontracts	$25,000.00	NGO Subcontract - Doc #1 NGO Subcontract - Doc #2			
5. Equipment / Fixed Assets					
6. Data Collection and Progress Reporting					
7. Other (Travel, Training, etc.)					
8. Indirect Costs					
Invoice Total	$ 27,977.00				

I have reviewed the attached invoice packet and supporting documentation and hereby certify it is true and correct; that the supporting documentation is sufficient to substantiate expenditures; and that all expenditures claimed meet the criteria and requirements of the grant program.

Veronica Silva, *Veronica Silva* 10/13/2019
Authorized Financial Officer: Printed Name, Signature, Date

Unacceptable Desk Review Checklist

From Invoice Supporting Docs Checklist

	Grant Funds	Attached Docs
1. Salaries & Benefits	$15,000	S&B Worksheet, timesheets
2. Services & Supplies	$1,850	Office Supplies, Target Receipt, Mattress Warehouse Receipt

Timesheets should NOT be included with the Desk Review.

This number should always match the invoice.

From Corresponding Invoice

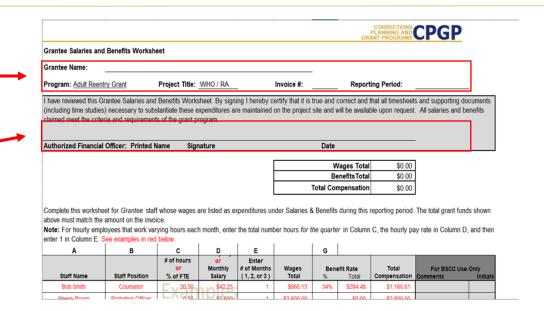|	
30,000	Staff Position A: .5 FTE @ $120,000 for 3 months= $15,000 / Total: $30,000
1,850	Target Receipt for supportive services (tooth brushes, clothin Warehouse Receipt for temporary housing needs: mattresses computer monitors from Office Depot at $250 each= $750

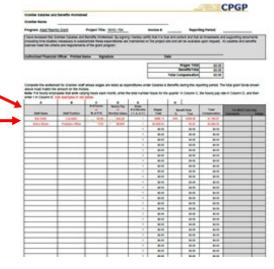Documents should be labeled with its corresponding line item & the document number it will correlate to in the packet.

Documents should be listed on the checklist in the same order that the costs are shown on the invoice.

Salaries and Benefits Worksheet

➤ The Salaries and Benefits Worksheet is required for the Desk Review

➤ Identify: Grantee Name, the Project Title (JAG), Invoice #, and Reporting Period for the Desk Review

➤ Must be signed and dated by the Authorized Financial Officer, certifying the information is true and correct; wet or digital signatures are accepted

➤ Timesheets do not need to be included in the Desk Review Supporting Documentation Packet but should be maintained on the project site and available upon request

➤ Ensure staff names/positions correspond to the information in the Salaries and Benefits category in your project budget. Identify titles of positions as they are provided in the project budget

➤ For consistency, report wage information in the manner the wage information is provided in the project budget (FTE salary / hourly)

➤ If you are reporting OT, please document in a separate entry on the Salaries and Benefits Worksheet; provide justification on Invoice Worksheet in the comments section

➤ Please input these calculations into the Expenditures Description section on the Invoice Worksheet

Quiz – Enter your Responses in the Chat

Question #1 True or False

The invoice and supporting documents don't need duplicative information. If the invoice says an expenditure, we don't need it in the DR.

60 Second Timer

Question #2 Multiple Choice

When unsure if a document should be included with your Supporting Documents, you should:

A. Include it and let the BSCC figure out if it's relevant.

B. Refer to the Instructions to see if it is relevant.

Quiz – Enter your Responses in the Chat

Question #1 <mark>FALSE</mark>

The invoice and supporting documents should be stand alone documents. Each will have similar information, in the same order. Remember, the DR is SUBSTANTIATING your purchases as listed on the invoice.

60 Second Timer

Question #2 <u>B</u>

When unsure if a document should be included with your Supporting Documents, you should:

A. Include it and let the BSCC figure out if it's relevant.

B. <mark>Refer to the Instructions to see if it is relevant.</mark>
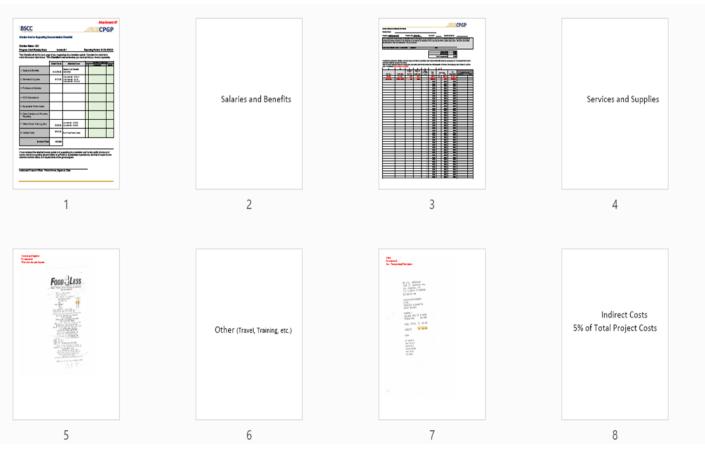
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Backup Documentation

- ➢ Include sufficient supporting documentation to clearly substantiate the expenditures listed on the Invoice
- ➢ Organize supporting documents in the same order as the expenditures are listed on the Invoice and checklist
- ➢ Electronic documentation includes itemized receipts, customer invoices, supplier invoices, work orders, internet receipts, etc.
- ➢ Include a coversheet for each budget category that has expenditures for the applicable quarter
- ➢ Label all documents with the budget category and document #; Highlight or circle items/amounts to make them easily identifiable. If it is an allocation, please provide methodology
- ➢ When reporting supportive services/items, provide internal request form/distribution form in addition to the supporting document(s); if this is not possible, write the name(s) of the participants served on the supporting document
- ➢ Each reported expenditure should clearly correspond to a Line Item Detail in the project budget
- ➢ Only expenses incurred and paid for by the grantee during the grant cycle and before the end date of the applicable invoicing period are eligible. Expenditures from prior quarters will require Field Rep approval.

Backup Documentation

Supporting Documentation file name:

<mark>**Grantee Name, Supporting Docs for Inv. #, Contract #**</mark>

➤ Please note the order of the documents within the Supporting Documentation Packet: they correspond with the order the categories appear on the Invoice Worksheet and Document Checklist, with cover pages before each section

➤ All timesheets and supporting documentation must be maintained on the project site and be available to BSCC staff upon request

➤ It is your responsibility to ensure that supporting documents easily connect to the Supporting Documentation Checklist and expenditures listed on the Invoice

➤ Ensure supporting documents are in a single electronic file saved in the <mark>manner above, then uploaded to the OneDrive</mark>

JAG2022@BSCC.CA.GOV

Once the Desk Review Supporting Documentation Packet has been uploaded to the OneDrive and the corresponding Invoice has been completed on the OneDrive, please have the AFO send a notification e-mail so we know the submission is ready for review.

Questions?