

A photograph of the California State Capitol building, showing its iconic dome and classical architecture under a clear blue sky. An American flag is visible on the left side of the building.

Edward Byrne Memorial Justice Assistance Grant (JAG)

Fiscal Responsibilities

Invoicing



Discussion Points:

- ◆ Locating & utilizing the BSCC Financial Invoice Workbook
- ◆ How to complete & submit a financial invoice
- ◆ Adhering to your project's budget

Locating your specific invoice workbook

Once your agency has a completed and received your fully executed contract with BSCC, you will be given access to your OneDrive folder.

NC Norred, Chad@BSCC > 2023 JAG > Butte County

Name	Modified	Modified By	File size	Sharing
Budget Modification Instructions	June 6	Norred, Chad@BSCC	3 items	Shared
Desk Review Docs and Instructions	June 6	Norred, Chad@BSCC	3 items	Shared
Desk Reviews	June 6	Norred, Chad@BSCC	3 items	Shared
Invoices	June 6	Norred, Chad@BSCC	0 items	Shared
Quarterly Progress Reports (PMTs)	June 6	Norred, Chad@BSCC	2 items	Shared

NC Norred, Chad@BSCC > 2023 JAG > Butte County > Invoices

Name
Butte County - 2023 JAG Invoice Workbook DO NOT DUPLICATE.xlsm



What is in the Invoice Workbook?



Open in Desktop App:

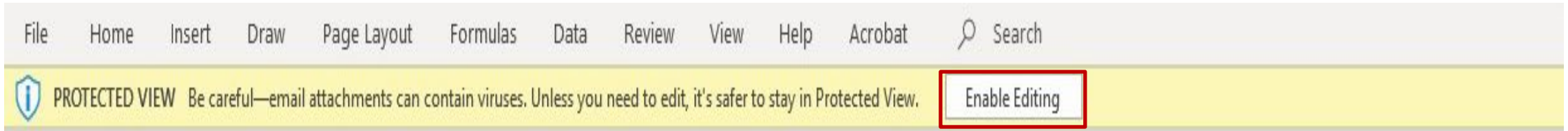
The screenshot shows the Microsoft Excel interface with a financial invoice form. The ribbon includes Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, and Help. A 'SECURITY WARNING' banner is visible. The form includes fields for Program (JAG), Grantee (Grantee Name), Lead Public Agency (Lead Agency Name), Contract # (xxx-xx), Term (6/1/2023 TO 12/31/2026), Invoicing Frequency (Quarterly), Invoice # (1), Reporting Period (6/1/2023 TO 6/30/2023), Due (8/15/23), and Final Invoice (Y/N) (No). A table of Line Items is shown with columns for Budget, Prior Expenditures, This Reporting Period, and Balance. The 'Open in Desktop App' button is highlighted with a red box.

Line Items	Budget	Prior Expenditures	This Reporting Period	Balance
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -
NGO Subcontracts	\$ -	\$ -	\$ -	\$ -
Equipment / Fixed Assets	\$ -	\$ -	\$ -	\$ -
Data Collection, Reporting & Evaluation	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

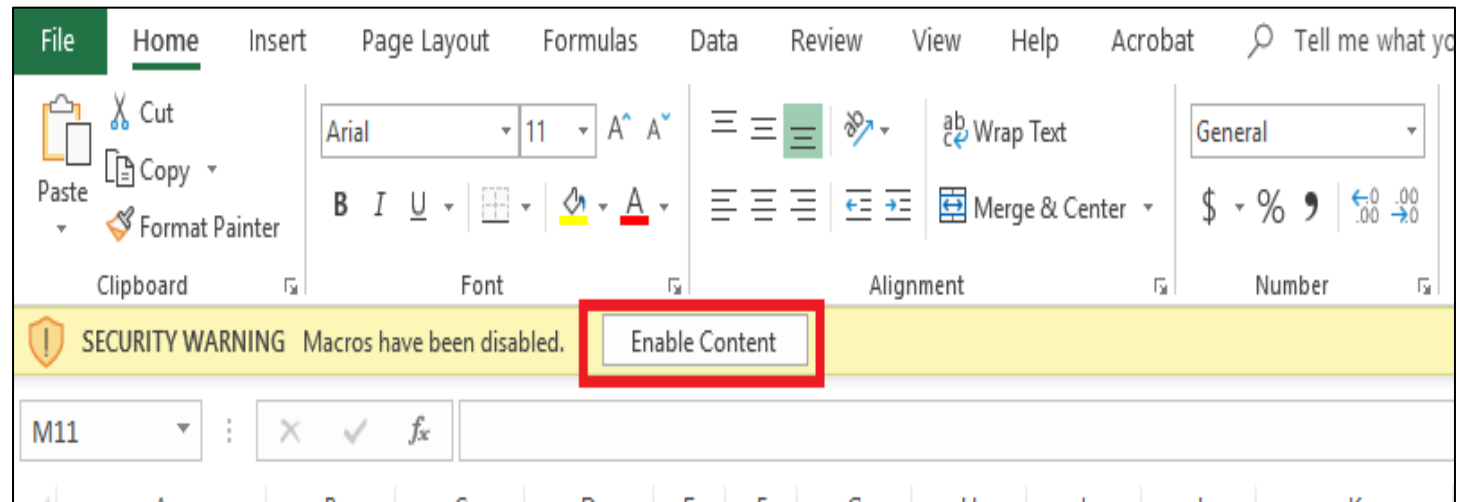
Project Income	Income reported to date	\$ -	Prior allocated income	\$ -	This Period	\$ -	Unallocated income balance	\$ -
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You can work both directly from the OneDrive or open the workbook in the Desktop App. The Desktop App generally has easier access and more functionality. Opening in either way will still allow for auto-saving features, and real time updates that allow multiple users to work in the document at the same time.

Security Warnings in the Invoice Workbook



- In some cases, Excel will prompt the user to enable macros. When this prompt appears, select Enable Editing then Enable Content. Enabling these options will allow you to enter information into your Invoice.



Forms Included in the Invoice Workbook

- Financial Invoice tabs (Form BSCC 201)
- Budget Modification tab (Form BSCC 223)
- Project Budget Narrative
- Invoice Due Dates
- Invoice Workbook Instructions

STATE OF CALIFORNIA
BOARD OF STATE AND COMMUNITY CORRECTIONS
 Financial Invoice Form: BSCC 201 (Revised 04/2020)

Purchase Authority: BSCC 5227
 Purchase Order: 1234

Program: JAG

Grantee: Grantee Name Lead Public Agency: Lead Agency Name

Contract #: xxx-xx Term: 6/1/2023 TO 12/31/2026 Invoicing Frequency: Quarterly

Invoice #: 1 Reporting Period: 6/1/2023 TO 6/30/2023 Due: 8/15/23 Final Invoice (Y/N): No

Please Note: The California State Controller's Office will send all checks directly to the address listed in the "BSCC Vendor Data" section at the bottom of this invoice.

Line Items	Budget	Prior Expenditures	This Reporting Period	Balance
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -
NGO:				
INVOICE 9	-	\$ -	\$ -	\$ -
Equip Assets	-	\$ -	\$ -	\$ -
Data (
INVOICE 10	-	\$ -	\$ -	\$ -
Repor				
Evalu				
INVOICE 11	-	\$ -	\$ -	\$ -
Other				
INVOICE 12	-	\$ -	\$ -	\$ -
Indire				
INVOICE 13	-	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -
Projec				
INVOICE 14	ate \$ -	Prior allocated income \$ -	This Period \$ -	Unallocated income balance \$ -
INVOICE 15				
Project Budget NARRATIVE	ate \$ -	Grant funds claimed this period: \$0	Percentage Grant \$ expended to date: #DIV/0!	
MODIFICATION REQUEST				
INVOICE DUE DATES				
INSTRUCTIONS				
Expenditure Descriptions - Units / \$ Amounts				Comments

INVOICE 1
 INVOICE 2
 INVOICE 3
 INVOICE 4
 INVOICE 5
 INVOICE 6
 INVOICE 7
 INVOICE 8
 INVOICE 9
 INVOICE 10
 INVOICE 11

Financial Invoice - Form 201

- The Financial Invoice is a statement of expenditures for the quarter
- All invoices should be submitted using Cash Basis Accounting
- Invoices MUST adhere to the Project Budget Narrative
- Grantees must submit their Financial Invoice to the BSCC on a quarterly basis
- Submission of your Financial Invoice, does not automatically issue your reimbursement payment—all invoices must be approved by your JAG team and Field Representative (therefore, getting us *proper* invoices on time is critical!)

BOARD OF STATE AND COMMUNITY CORRECTIONS
Please Note: The California State Controller's Office will send all checks directly to the address listed in the "BSCC Vendor Data" section at the bottom of this invoice.

Program: Adult Reentry Grant
Grantee: Grantee Name
Project Title: WHO Cohort III

Contract #: 100-10
Term: 10/1/2022 to 4/30/2026
Invoicing Frequency: Quarterly

Invoice #: 1
Reporting Period: 10/1/2022 to 12/31/2022
Due: 2/1/2023
Final Invoice (Y/N): No

Line Item	Budget	Prior Expenditures	This Reporting Period	Balance
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -
NGO Subcontracts	\$ -	\$ -	\$ -	\$ -
Equipment / Fixed Assets	\$ -	\$ -	\$ -	\$ -
Data Collection & Progress Reporting	\$ -	\$ -	\$ -	\$ -
Financial Audit	\$ -	\$ -	\$ -	\$ -
Local Evaluation Plan (LEP) / Local Evaluation Report (LER)	\$ -	\$ -	\$ -	\$ -
Other (Travel, Training, etc)	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Project Income	\$ -	\$ -	\$ -	\$ -

Project Income: Income reported to date: \$ -
Prior allocated income: \$ -
This Period: \$ -
Unallocated income balance: \$ -

Grant funds expended to date: \$ -
Grant funds claimed this period: \$0
Percentage Grant \$\$ expended to date: 0%

Expenditure Description - Units / \$ amounts	Comments
Salaries & Benefits	
Services & Supplies	
Professional Services	
NGO Subcontracts	
Equipment / Fixed Assets	
Data Collection & Progress Reporting	
Financial Audit	
Local Evaluation Plan (LEP) / Local Evaluation Report (LER)	
Other (Travel, Training, etc)	
Indirect Costs	
Project Income	

PROVIDER PREPARATION REPORT

By checking the box below, I hereby certify that I am the authorized financial officer of the herein named agency. I further certify that I have not violated any of the provisions of Section 10300 of the Government Code in incurring the expenditures reported in this invoice, nor in any other way; that Sections 10300 through 10302 of the Government Code will not be violated in any way in the expenditure of funds pursuant to this invoice; that the statement of funds above is true, correct, and in accordance with program provisions in all respects; a note to all expenditures submitted two (2) months prior to the expiration date of the contract as to the purpose of the reimbursement obligation is hereby incurred during the contract period. Furthermore, by submitting this invoice, I acknowledge that I must adhere to all of the requirements in the BSCC Grant Administration Guide, including my updates to the Guide during the term of the grant agreement.

BSCC Provider Data - Internal Use Only

123456
Grantee Name
1234 Street
Sacramento

CERTIFIED

Date Received: _____ Approved By: _____
BSCC Field Representative

How to Complete a Financial Invoice

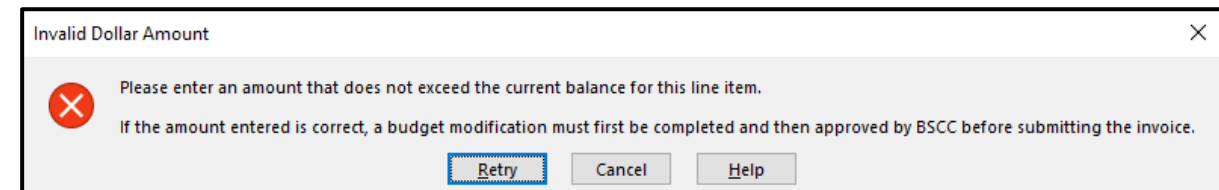
Contract #:	XXXX-XX	Term:	10/1/2022	TO	4/30/2026	Invoicing Frequency	Quarterly
Invoice #:	1	Reporting Period:	10/1/2022	TO	12/31/2022	Due:	2/15/23
						Final Invoice (Y/N):	No

Line Items	Budget	Prior Expenditures	This Reporting Period	Balance
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Services & Supplier	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -
NGO Sub-contract	\$ -	\$ -	\$ -	\$ -
Equipment/Fixed Assets	\$ -	\$ -	\$ -	\$ -
Data Collection & Progress Reporting	\$ -	\$ -	\$ -	\$ -
Financial Audit	\$ -	\$ -	\$ -	\$ -
LEP/FLER	\$ -	\$ -	\$ -	\$ -
Other (Travel/Training, etc)	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

Project Income	Income reported to date	\$ -	Prior allocated income	\$ -	This Period	\$ -	Unallocated income balance	\$ -
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- Confirm the Reporting Period pertains to the dates of expenditures you are submitting
- In the section titled This Reporting Period, enter the line item expenditures incurred during the reporting period as well as any Project Income earned that quarter
- Final line item totals should be rounded to the nearest whole dollar

NOTE: If an amount entered is greater than the available balance, the Invalid Dollar Amount error message below will appear.



****Expenditures are reported on cash basis****



Cash Accounting



Accrual Accounting

For BSCC invoicing, your
expenditures must be
reported based on a cash
basis

What reporting period should
this expense fall under?



Example Expenditure:

- You have a Grant funded payroll expense of \$25,000 for the payroll period of: 3/16 to 3/31/2022, which was paid on 4/7/2022
- The current BSCC invoice reporting period consists of 1/1/2022 to 3/31/2022, invoice #3
- Would this expenditure be recorded for reimbursement from BSCC on their current invoice #3?

Answer:

- You have a Grant funded payroll expense of \$25,000 for the payroll period of: 3/16 to 3/31/2022, which was paid on 4/7/2022
- The current BSCC invoice reporting period consists of 1/1/2022 to 3/31/2022, invoice #3
- Would this expenditure be recorded for reimbursement from BSCC on their current invoice #3?

No, this expenditure would be recorded on the next BSCC invoice because the payment date is 4/7/2022, and this expenditure was not paid within the reporting period.





**QUIZ
TIME!**

Example Expenditure:

- Your organization ordered 50 customized uniforms. These shirts were ordered 2/15/2022 and received 4/15/2022. The event was held 7/15/2022
- The current BSCC invoice reporting period consists of 4/1/2022 to 6/30/2022, invoice #4
- Your accounting dept paid out this vendor for these T-Shirts on 5/20/2022
- Would this expenditure be recorded for reimbursement from BSCC on their current invoice #4?

Answer:

- Your organization ordered 50 customized uniforms. These shirts were ordered 2/15/2022 and received 4/15/2022. The event was held 7/15/2022
- The current BSCC invoice reporting period consists of 4/1/2022 to 6/30/2022, invoice #4
- Your accounting dept paid out this vendor for these T-Shirts on 5/20/2022
- Would this expenditure be recorded for reimbursement from BSCC on their current invoice #4?

Yes, this expenditure would be recorded on the current BSCC invoice because the payment date is 5/20/2022, and this expenditure was paid within the reporting period.



ALWAYS Refer to your Project Budget Narrative!

Your BSCC team will only approve items listed in your project budget narrative. If you need to make changes to your budget, please reach out to your JAG team to initiate a modification.

Budget Line Item	Grant Funds
1. Salaries and Benefits	\$275,625
2. Services and Supplies	\$48,700
3. Professional Services	\$70,200
4. Non-Governmental Organization (NGO) Subcontracts	\$10,000
5. Equipment/Fixed Assets	\$20,000
6. Data Collection and Progress Reporting	\$30,000
7. Other (Travel, Training, etc.)	\$60,000
8. Indirect Costs	\$5,000
TOTAL	\$519,525

1. Salaries and Benefits for Warm Hand-off Reentry Services		
Name and Title	(% FTE or Hourly Rate) & Benefits	Grant Funds
Example (Hourly): Bob Smith, Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 @ 22% = \$4,752	\$4,752
Example (FTE): Jane Doe, Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000 @ 22% = \$9,900	\$9,900
Advocate/Case Manager (1.0 FTE)	1 FTE \$2,000 X 42 annually	\$167,440
Peer Advocate Trainee (2 positions, hourly)	\$18/hr X 5 hrs X 30 weeks annually X 2	\$18,200
John Doe, Program Manager (FTE)	.10 FTE annually	\$11,465
Jay Doe, MSW, Executive Director	.10 FTE annually	\$28,073
benefits	23.50%	\$52,447
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTAL		\$275,625

Salaries and Benefits Narrative for Warm Hand-off Reentry Services:

Advocate/Case Manager (1.0 FTE): This is a new position. The Advocate/Case Manager will be responsible for providing direct services to clients, including assessing emergency needs including need for shelter, development of an individual case management plan, court accompaniment, transportation assistance, and information and referrals. S/he will also coordinate with partners to receive and make referrals. This position will report to Jay Doe, Program Manager, who is responsible for oversight of the program. Peer Advocate Trainees: Formerly incarcerated individuals will be recruited for these new positions. Peer advocates will attend ASP's 40-hour domestic violence training, meeting State requirements as domestic violence counselors, and will provide mentorship and advocacy for program participants. These positions will be supervised by Jay, Program Manager. Jay, Program Manager (.10 FTE): Vivian supervises direct service programs and staff, including the shelter, and is responsible for the training component for peer advocates. Joe reports to John, Executive Director. John Doe, MSW, Executive Director (.10 FTE) Carolyn supervises the Program Manager, and is responsible for establishing and maintaining the extensive collaborative relationships with CBOs and government agencies required to undertake these services. This includes participating in collaborative meetings such as the Alameda County Re-Entry Program and Work Group.

MOD x APPROVAL DATE:

2. Services and Supplies for Warm Hand-off Reentry Services

Description of Services or Supplies	Calculation for Expenditure	Grant Funds
Example: Supportive Services (bus passes, gas cards)	\$350 x 50 Participants	\$17,500
Transportation and Case Management Support	\$400 X 75 participants	\$30,000

Refresh yourself before submitting invoices with what are Prohibited Expenditures for JAG and what the BSCC Grant Guide gives guidance to (AND your budget!). Even if your agency put in your Project Budget certain purchases, it may not be allowable or need prior Field Representative approval.

Prohibited Expenditures & Associated Procedures Under JAG [🔗](#)

The JAG statute, at [34 U.S.C. § 10152\(d\)](#), specifically identifies a list of prohibited items. JAG funds provided under this part may NOT be used, directly or indirectly, to provide any of the following matters: (1) Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety. (2) Unless the Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order:

- Vehicles, vessels, or aircraft*
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar matters

*Police cruisers, police boats, and police helicopters are allowable vehicles under JAG and do not require BJA certification. For purposes of JAG, a vehicle is considered a “police cruiser” only if it is used in the ordinary course for routine police patrol within the United States. Vehicles (including motorcycles, SUVs, and ATVs) used as “police cruisers” are not prohibited under JAG, and therefore may be acquired with JAG funds in the ordinary course, to the extent otherwise allowable under the award. For more information, please see the [JAG Prohibited Expenditures Guidance](#). Please refer to the [JAG FAQs](#) for details on how to request prior approval (a waiver) from BJA to utilize JAG funds for prohibited item(s).

Note: The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable; no waivers can be submitted for these purchases.

<https://bja.ojp.gov/program/jag/prohibited-expenditures-associated-procedures-under-jag>

- Overv
- Abou
- Subr
- Repo
- Publi
- Train
- Assis
- Frequ
- Ques
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- Prohi**
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- Unde**
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		Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries & Benefits	\$ 8,575	Project Director- .5 FTE @ \$5,000 monthly *3 months= \$7,500 Data Analyst- \$25 per hour @ 43 hours this quarter= \$1,075	
Services & Supplies	\$ -		
Professional Services	\$ -		
NGO Subcontracts	\$ -		
Equipment / Fixed Assets	\$ 42,350	Vehicle Purchase (9 passenger van) - \$42,350	Vehicle Purchase Justification approved by FR VIA Email dated 12/04/2022
Data Collection	\$ -		

- For each dollar amount entered as an expenditure, enter a clear description in the corresponding Expenditure Description cell. Include what sub-category within your line item the expense pertain to.
- If your Expense required pre-approval or justification, add that information in the Comments cell.

Program: Adult Reentry Grant
 Grantee Name: _____ Project Title: WHO Cohort II
 Contract #: 2022-02 Terms: 10/1/2022 to 4/30/2026 Invoicing Frequency: Quarterly
 Invoice #: 1 Reporting Period: 10/1/2022 to 12/31/2022 Due: 2/15/23 Final Invoice (Y/N): No

Line Item	Budget	Prior Expenditures	This Reporting Period	Balance
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -
NGO Subcontracts	\$ -	\$ -	\$ -	\$ -
Equipment / Fixed Assets	\$ -	\$ -	\$ -	\$ -
Data Collection & Progress Reporting	\$ -	\$ -	\$ -	\$ -
Travel/Other	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -

Project Income: _____ Income Reported to Date: \$ _____ Prior Allocated Income: \$ _____ This Period: \$ _____ Unallocated Income Balance: \$ _____

Grant funds expended to date: \$ - Grant funds claimed this period: \$0 Percentage Grant \$ expended to date: 0%

Expenditure Description - Units / Subunits	Comments
Salaries & Benefits	
Services & Supplies	
Professional Services	
NGO Subcontracts	
Equipment / Fixed Assets	
Data Collection & Progress Reporting	
Travel/Other	
Indirect Costs	
Project Income	

PERSON PREPARING REPORT
 Name: _____ Title: _____
 Signature: _____ Date: _____

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

By checking the box below, I hereby certify that I am the authorized financial officer of the relevant agency. I further certify that I have not violated any of the provisions of Section 9390 of the Government Code in locating the expenditure reported in this invoice, nor in any other way for Sections 9390 through 9394 of the Government Code will not be violated in any way in the expenditure of funds pursuant to this invoice; the statement of funds shown is true, correct, and in accordance with program divisions in all respects; a note on all expenditures submitted of the expiration date of the contract as well as the purpose of each expenditure; I acknowledge that I am a trustee of all of the information in this BSCC Grant Administration Guide, including a copy update to the Guide during the term of the grant agreement.

BSCC Supplier Data - Internal Use Only
 Supplier ID: 123456
 Grantee Name: _____
 Address Line 1: 1234 Street
 Address Line 2: Sacramento, CA 95833

PRINTED SUBMIT

Date Received: _____ Approved By: _____
 BSCC Field Representative

Project Budget and Budget Narrative for Warm Hand-off Reentry Services (UPDATED 3.14.19)

Name of Applicant CBO: Board of State
 Project Budget for Warm Hand-off Reentry Services

Budget Line Item	Grant Funds
1. Salaries and Benefits	\$275,625
2. Services and Supplies	\$48,700
3. Professional Services	\$70,200
4. Non-Governmental Organization (NGO) Subcontracts	\$10,000
5. Equipment/Fixed Assets	\$20,000
6. Data Collection and Progress Reporting	\$30,000
7. Other (Travel, Training, etc.)	\$60,000
8. Indirect Costs	\$5,000
TOTAL	\$519,525

This position is allocated as 1 FTE, meaning this person will be working 100% on ARG and should be reflected on the Invoice Expenditure Description for this position. If this calculation changes, a Budget Modification will be necessary.

1. Salaries and Benefits for Warm Hand-off Reentry Services

Name and Title	(% FTE or Hourly Rate)	Benefits	Grant Funds
Example (Hourly): Bob Smith, Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 @ 22% = \$4,752		\$4,752
Example (FTE): Jane Doe, Counselor	.25 FTE @ \$36,000 x 3 years = \$45,000 @ 22% = \$9,900		\$9,900
Advocate/Case Manager (1.0 FTE)	1 FTE \$2,000 X 42 annually		\$167,440
Peer Advocate Trainee (2 positions, hourly)	\$18/hr X 5 hrs X 30 weeks annually X 2		\$16,200
John Doe, Program Manager (FTE)	.10 FTE annually		\$11,465
Jay Doe, MSW, Executive Director	1.0 FTE annually		\$28,073
benefits		23.50%	\$52,447
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL			\$275,625

This position is allocated as an hourly position, therefore Invoice Expenditure Description for this position should be identified as such.

Salaries and Benefits Narrative for Warm Hand-off Reentry Services:
 Advocate/Case Manager (1.0 FTE): This is a new position. The Advocate/Case Manager will be responsible for providing direct services to clients, including assessing emergency needs including need for shelter, development of an individual case management plan, court accompaniment, transportation assistance, and information and referrals. S/he will also coordinate with partners to receive and make referrals. This position will report to Jay Doe, Program Manager, who is responsible for oversight of the program. Peer Advocate Trainees: Formerly incarcerated individuals will be recruited for these new positions. Peer advocates will attend ASP's 40-hour domestic violence training, meeting State requirements as domestic violence counselors, and will provide mentorship and advocacy for program participants. These positions will be supervised by Jay, Program Manager. Jay, Program Manager (.10 FTE): Vivian supervises direct service programs and staff, including the shelter, and is responsible for the training component for peer advocates. Joe reports to John, Executive Director. John Doe, MSW, Executive Director (.10 FTE) Carolyn supervises the Program Manager, and is responsible for establishing and maintaining the extensive collaborative relationships with CBOs and government agencies required to undertake these services. This includes participating in collaborative meetings such as the Alameda County Re-Entry Program and Work Group.

MOD x APPROVAL DATE:

2. Services and Supplies for Warm Hand-off Reentry Services

Description of Services or Supplies	Calculation for Expenditure	Grant Funds
Example: Supportive Services (bus passes, gas cards)	\$350 x 50 Participants	\$17,500
Transportation and Case Management Support	\$400 X 75 participants	\$30,000

Staff member is only identified by name and does not include Position Title which would be how they are identified on the budget.

Analyst does not have a breakdown of how this expenditure was formulated.

Amount per voucher and participants served is not clear.

Actual expenditure isn't tied to a line item. Unclear what this cost is.

No comment clarifying this purchase had prior approval on file.

		Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries & Benefits	\$ 8,575	Sally Smith- .5 FTE @ \$5,000 monthly *3 months= \$7,500 Data Analyst- \$1,075	
Services & Supplies	\$ 2,500	Participant Hotel Vouchers- \$2,500	
Professional Services	\$ 6,850	\$6,850 within budgeted amount	
NGO Subcontracts	\$ -		
Equipment / Fixed Assets	\$ 42,350	Vehicle Purchase (9 passenger van) - \$42,350	

Unacceptable Invoice

			Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries & Benefits	Grant Funds	\$ 23,588	Max Happy FTE 1.0 Case Manager \$15,601.41 - Grace Day FTE 0.22 Program Manager \$4,259.06 - Alex Funguy FTE 0.07 Program Director \$2,056.52 - Maggie Silk Program Support FTE 0.08 \$1,671.03	
	Project Income	\$ -		
Services & Supplies	Grant Funds	\$ 11,504	Client Assistance-for 59 participants= \$8,860.61, Software \$293.08, Rental Space Costs \$175.71, Insurance \$250.23, Office Supplies \$113.66, Postage \$3.76, Rent \$1,205.13, Telephone \$268.01, Utilities \$333.63	59 Participants received \$150 in employment assistance tools and clothes. Prior approval from Field Rep. Tanya via email 8/1/2022
	Project Income	\$ -		
Professional Services	Grant Funds	\$ 174	Auditor \$66.84, Payroll consultant fees -\$107.38	
	Project Income	\$ -		
NGO Subcontracts	Grant Funds	\$ -		
	Project Income	\$ -		
Equipment / Fixed Assets	Grant Funds	\$ -		
	Project Income	\$ -		
Data Collection & Progress Reporting	Grant Funds	\$ -		
	Project Income	\$ -		
	Grant Funds	\$ 1,315	Staff Mileage (traveling to and from meeting with clients) - 22,310 miles @.50cents=\$1,154.91, Minor Equipment (Copier Lease)- \$81.03, Staff Training (Adobe Class) - \$15.39, Dues & Subscriptions - \$61.13, Advertising - \$2.28	

STANDALONE DOCUMENT

Acceptable Invoice

Certifying Acceptable Invoices after Review

- In the Person Preparing Report section, the individual who prepares invoices will provide their contact information and the date the invoice was prepared. The date needs to be updated anytime the invoice is revised.
- Once the invoice is prepared, the Authorized Financial Officer (AFO) **MUST** review invoice prior to completing their certification. This is true for each and every revised version of the invoice.
- Save Invoice workbook changes and close workbook (it will autosave as well)
- Have the AFO email the JAG inbox that the invoice is ready for review:
JAG2022@BSCC.CA.GOV

<u>PERSON PREPARING REPORT</u>	<u>AUTHORIZED FINANCIAL OFFICER</u>
<input type="text"/>	<p>By checking the box below, I hereby certify that I am the authorized financial officer of the herein named agency. I further certify that I have not violated any of the provisions of Section 1090 of the Government Code in incurring the expenditures reported in this invoice, nor in any other way; that Sections 1090 through 1096 of the Government Code will not be violated in any way in the expenditure of funds pursuant to this invoice; that statement of funds above is true, correct, and in accordance with program provisions in all respects; and that all expenditures submitted after the expiration date of this contract are for the purpose of substantiating obligations legally incurred during the contract period. Furthermore, by submitting this invoice, I acknowledge that it must adhere to all of the requirements in the BSCC Grant Administration Guide, including any updates to the Guide during the term of the grant agreement.</p>
<i>Name, Title</i>	
<input type="text"/>	
<i>Phone</i>	
<input type="text"/>	
<i>Email</i>	
<input type="text"/>	
<i>Date</i>	
<input type="text"/>	
<input type="text"/>	
<i>Name, Title</i>	
<input type="text"/>	
<i>Phone</i>	
<input type="text"/>	
<i>Date</i>	



Revising Expenditures

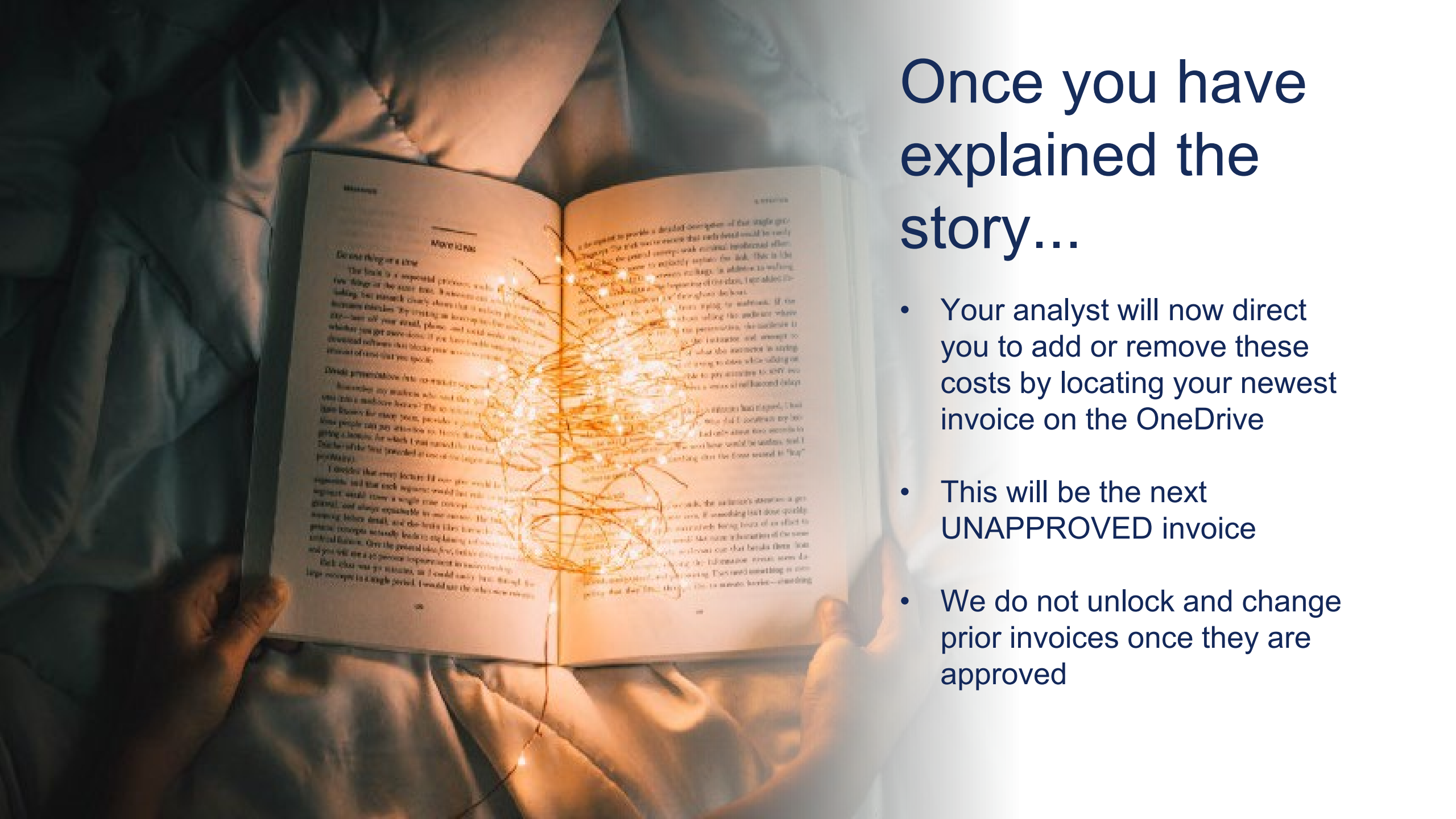
You realize a discrepancy from a prior invoice...

FIRST FIRST
THINGS FIRST

- First, you will want to contact your analyst
- Email your analyst at: JAG2022@bscc.ca.gov
- Explain why you have retroactive and/or missed expenditures you now will need to invoice for

Once you have explained the story...

- Your analyst will now direct you to add or remove these costs by locating your newest invoice on the OneDrive
- This will be the next UNAPPROVED invoice
- We do not unlock and change prior invoices once they are approved



- After accessing your next invoice, input your expenditures as you normally would
- Next, add into any relevant section the amount you are adding and removing in the Expenditure Description section
- Calculate what the difference is for these expenditures, and put this amount in the amount you are reporting section

			Expenditure Descriptions - Units / \$ Amounts		Comments
1	Salaries & Benefits	\$	-		
2	Services & Supplies	\$	-		
3	Professional Services	\$	-		
4	NGO Subcontracts	\$	-		
5	Equipment / Fixed Assets	\$	-		
6	Data Collection & Progress Reporting	\$	-		
7	Financials Audit	\$	-		
8	Local Evaluation Plan (LEP)/ Local Evaluation Report (LER)	\$	-		
9	Other (Travel, Training, etc)	\$	-		
0	Indirect Costs	\$	-		
1	Project Income	\$	-		
2					

		Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries & Benefits	\$ 25,000	Staff Member A: 1 FTE @ \$100,000 for 3 months = \$25,000	we are still in our hiring process for this program, currently our only staff working full time on it is our STAFF MEMBER A
Services & Supplies	\$ -		
Professional Services	\$ -		
NGO Subcontracts	\$ -		
Equipment / Fixed Assets	\$ -		
Data Collection & Progress Reporting	\$ 2,400	3 months of data collection: 14hrs total @ \$100 an hr= \$1400 / Retroactive Costs: 3 months of data collection for Jan 2023- March 2023= 10hrs @ \$100 an hr= \$1000 for a grand total of \$2,400	we have realized a coding error from our accounting dept. previously we did not invoice for data collection expenses from last quarter due to this expense being coded to the incorrect program. we are now adding it to this quarter's expenses. -PD Sally Smith
Financial Audit	\$ -		
Local Evaluation Plan (LEP)/ Local Evaluation Report (LER)	\$ -		

- Input your expenditure (+/-) in the Expenditure Description section along with your calculation for the total in this budget section.
- Put a comment in the comments section on why this is being added to an invoice outside of its normal reporting period. *** note: your analyst can extend this box to view all the comments if it hides a portion similar to the comment section shown above in Salaries & Benefits



**DON'T
FORGET!**

Invoice

- Adding to your invoice is just one step in updating expenditures
- You will still need to update your Desk Review Packet with supporting documentation that verifies your expense
- If you are removing a prior expense, do not update your prior Desk Review Packet, these must match your invoice
- In our next slides, we will discuss what your Desk Review Packet will consist of and how you will organize all your supporting documentation

644.74
112.68

181.42

PAID

PAID

Jan 2013
Description

Statement Total



Q&A Session

Reviewing an Invoice as a Field Representative Acti vity

We will now start our invoice activity where you will go into breakout rooms and work to review an invoice and project budget narrative

