

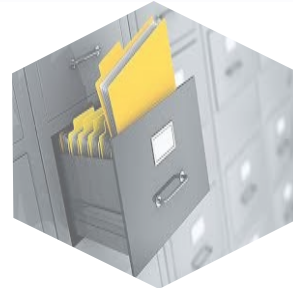


# Byrne SCIP

## Desk Review Supporting Documentation



# WHAT IS A DESK REVIEW?



A desk review is the process of compiling receipts, invoices and other supporting documentation that substantiate and support the costs entered on your invoices. A Desk Review and a Supporting Documentation Packet are the same thing: We use these terms interchangeably.


# INSTRUCTION FOR COMPLETING THE INVOICE SUPPORTING DOCUMENTATION PACKET

- You will receive a Word Doc 'Instructions for Completing the Invoice Supporting Documentation Packet.'
- Invoice and Desk Review should match.
- Desk Review is separate from the invoice.



# Supporting Documentation Checklist

- Checklist cover page required
- Include Grantee Name, Invoice #, and Reporting Period
- All grant funded amounts listed on the Invoice must also be listed on the checklist
- Label supporting documents within the packet and ensure the amounts and items listed match the Invoice
- 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



CORRECTIONS  
PLANNING AND  
GRANT PROGRAMS **CPGP**

### 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					
<b>Invoice Total</b>	<b>\$ 27,977.00</b>				

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

# Salaries and Benefits Worksheet

- The Salaries and Benefits Worksheet is required for the Desk Review
- Identify: Grantee Name, Invoice #, and Reporting Period
- Must be signed and dated by the Authorized Financial Officer; wet or digital signatures are accepted
- Timesheets do not need to be included but should be maintained on site and available upon request
- Ensure staff names/positions match the Salaries and Benefits category in your project budget.
- For consistency, report wage information as provided in your project budget (FTE salary / hourly)
- If you are reporting OT, please document in a separate; provide justification on the Invoice

CORRECTIONS  
PLANNING AND  
GRANT PROGRAMS **CPGP**

**Grantee Salaries and Benefits Worksheet**

Grantee Name: \_\_\_\_\_

Program: Adult Reentry Grant Project Title: WHO / RA Invoice #: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

I have reviewed this Grantee Salaries and Benefits Worksheet. By signing I hereby certify that it is true and correct and that all timesheets and supporting documents (including time studies) necessary to substantiate these expenditures are maintained on the project site and will be available upon request. All salaries and benefits claimed meet the criteria and requirements of the grant program.

Authorized Financial Officer: Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Wages Total	\$0.00
Benefits Total	\$0.00
<b>Total Compensation</b>	<b>\$0.00</b>

Complete this worksheet for Grantee staff whose wages are listed as expenditures under Salaries & Benefits during this reporting period. The total grant funds shown above must match the amount on the invoice.

**Note:** For hourly employees that work varying hours each month, enter the total number hours for the quarter in Column C, the hourly pay rate in Column D, and then enter 1 in Column E. See examples in red below.

A	B	C	D	E	F	G	H	I	J	K
Staff Name	Staff Position	# of hours or % of FTE	Monthly Salary	Enter # of Months (1, 2, or 3)	Wages Total	Benefit Rate %	Benefit Total	Total Compensation	For BSCC Use Only	Comments
Bob Smith	Counselor	20.50	\$42.25	1	\$866.13	34%	\$294.48	\$1,160.61		
Sherry Brown	Probation Officer	1.00	\$2,800.00	1	\$2,800.00		\$0.00	\$2,800.00		

**CPGP**

Grantee Salaries and Benefits Worksheet

Grantee Name: \_\_\_\_\_

Program: Adult Reentry Grant Project Title: WHO / RA Invoice #: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

I have reviewed this Grantee Salaries and Benefits Worksheet. By signing I hereby certify that it is true and correct and that all timesheets and supporting documents (including time studies) necessary to substantiate these expenditures are maintained on the project site and will be available upon request. All salaries and benefits claimed meet the criteria and requirements of the grant program.

Authorized Financial Officer: Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Wages Total	\$0.00
Benefits Total	\$0.00
<b>Total Compensation</b>	<b>\$0.00</b>

Complete this worksheet for Grantee staff whose wages are listed as expenditures under Salaries & Benefits during this reporting period. The total grant funds shown above must match the amount on the invoice.

**Note:** For hourly employees that work varying hours each month, enter the total number hours for the quarter in Column C, the hourly pay rate in Column D, and then enter 1 in Column E. See examples in red below.

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Staff Name	Staff Position	# of hours or % of FTE	Monthly Salary	Enter # of Months (1, 2, or 3)	Wages Total	Benefit Rate %	Benefit Total	Total Compensation	For BSCC Use Only	Comments
Bob Smith	Counselor	20.50	\$42.25	1	\$866.13	34%	\$294.48	\$1,160.61		
Sherry Brown	Probation Officer	1.00	\$2,800.00	1	\$2,800.00		\$0.00	\$2,800.00		



# QUIZ – ENTER RESPONSES IN THE CHAT

## Question #1 Multiple Choice

When unsure if a document should be included in your Desk Review, you should:

- A. Include it and let the BSCC figure out if it's relevant.
- B. Refer to the Instructions document to see if it is relevant.

## Question #2 True or False

The invoice and supporting documents should be submitted together.

# QUIZ – ANSWERS

## Question #1 Multiple Choice

When unsure if a document should be included in your Desk Review, you should:

- A. Include it and let the BSCC figure out if it's relevant.
- B. Refer to the Instructions document to see if it is relevant.

## Question #2 True or False

The invoice and supporting documents should be submitted together.

# BACKUP DOCUMENTATION

- Documents should provide sufficient substantiation
- Organize supporting documents in the same order as the Invoice and checklist
- Documentation includes proof of payment like itemized receipts, service contracts with invoices, etc.
- Include a coversheet for each budget category that has expenditures
- 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
- Each reported expenditure should clearly correspond to a Line-Item in your budget
- Only expenses paid by the grantee during the grant cycle and before the end date of the invoicing period are eligible. Expenditures from prior reporting periods will require Field Rep approval.

amazon.com Amazon.com - Order 123-4567890-1234567

**Services & Supplies Doc #3**

**Final Details for Order #123-4567890-1234567**  
[Print this page for your records.](#)

**Paid By:** CBO Name  
**Placed By:** Bob Smith  
**Order Placed:** August 13, 2019  
**Amazon.com order number:** 123-4567890-1234567  
**Order Total:** \$647.27

**Shipped on August 14, 2019**

Items Ordered	Price
2 of: Finnez Window Film - for Privacy and Light Protection   Vinyl Sticker Film Creates a Frosted Glass Look   Static Cling   Perfect for Home and Office 35.4"x78.7" Sold by: FINNEZ - USA ( <a href="#">seller profile</a> ) Business Price Condition: New	\$21.90

**Shipped on August 14, 2019**

Items Ordered	Price
1 of: NETGEAR 52-Port Gigabit Ethernet Smart Managed Pro PoE Switch (GS752TP) - with 48 x PoE+ @ 380W, 4 x 1G SFP, Desktop/Rackmount, and ProSAFE Lifetime Protection Sold by: Amazon.com Services LLC Condition: New	\$499.99
2 of: Lchen Hanging Room Divider Panels, 12pieces Safety PVC Screen Panels Living, Dining, Study and Sitting-Room, Hotel, Bar Decoration(Black01, 15.7"x15.7"x0.032") Sold by: LCHEN ( <a href="#">seller profile</a> ) Condition: New	\$27.99

**Shipping Address:**  
[Name]  
[Address]  
[Address]

**Shipping Speed:**  
Two-Day Shipping

**Payment information**

**Payment Method:**  
Visa | Last digits: 1234

Item(s) Subtotal:	\$599.77
Shipping & Handling:	\$0.00
Total before tax:	\$599.77
Estimated tax to be collected:	\$47.50
<b>Grand Total:</b>	<b>\$647.27</b>

**Credit Card transactions**

Visa ending in 1661: August 14, 2019: \$603.47  
Visa ending in 1661: August 14, 2019: \$43.80



# BACKUP DOCUMENTATION

Name the file:

**Grantee Name, Supporting Docs for Inv #, Contract #**

The order of the documents in the Desk Review should 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 upon request

Make sure the supporting documents easily connect to the Supporting Documentation Checklist and expenses listed on the Invoice

Ensure supporting documents are in a single pdf file, uploaded to the OneDrive

1

1. Salaries and Benefits

2

3

2. Services and Supplies

4

5

8. Other (Travel, Training, etc.)

6

7

5. Indirect Costs  
5% of Total Project Costs

8

# UNACCEPTABLE DESK REVIEW

## 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.

This number should always match the invoice.

Documents should be labeled "Services and Supplies Doc #1, S&S Doc #2, etc".

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

## From Corresponding Invoice

	Staff Position	Staff Name	Total Wages Billable to Grant for this Period	Total Benefits Billable to Grant for this Period	Total Cost
\$ 30,000	Program Manager	John Doe	\$ 25,000.00	\$ 5,000.00	\$ 30,000.00
	Budget Line Item	Item Description	Vendor	Item Cost	
\$ 1,850	Personal Care and Supports	Target receipt for supportive services (toothbrushes, clothing)	Target	\$ 350.00	
	Personal Care and Supports	Warehouse receipt for temporary housing needs: mattress	Mattress Warehouse	\$ 750.00	
	Office supplies	3 Computer monitors \$250 each	Office Depot	\$ 750.00	

# ACCEPTABLE DESK REVIEW

## From Invoice Supporting Docs Checklist

	Grant Funds	Attached Docs
1. Salaries & Benefits	\$30,000	S&B Worksheet
2. Services & Supplies	\$1,850	Services & Supplies Doc #1-3 Doc #1 – Target Receipt \$350 Doc #2 – Mattress Warehouse Receipt \$750 Doc #3 – Office Depot Receipt \$750

## From Corresponding Invoice

	Staff Position	Staff Name	Total Wages Billable to Grant for this Period	Total Benefits Billable to Grant for this Period	Total Compensation
\$ 30,000	Program Manager	John Doe	\$ 25,000.00	\$ 5,000.00	\$ 30,000.00
	Budget Line Item	Item Description		Vendor	Item Cost
\$ 1,850	Personal Care and Supports	Target receipt for supportive services (toothbrushes, clothing)		Target	\$ 350.00
	Personal Care and Supports	Warehouse receipt for temporary housing needs: mattress		Mattress Warehouse	\$ 750.00
	Office supplies	3 Computer monitors \$250 each		Office Depot	\$ 750.00

# EMAIL SUBMISSION

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

**[ByrneSCIP2@bscc.ca.gov](mailto:ByrneSCIP2@bscc.ca.gov)**



OneDrive



# Questions?

