



JAG ETP

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			✓		
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

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 (seller profile) Business Price Condition: New	\$21.90

Shipped on August 14, 2019

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 (seller profile) 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 ----- Grand Total: \$647.27
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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



2



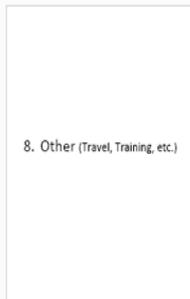
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UNACCEPTABLE DESK REVIEW

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

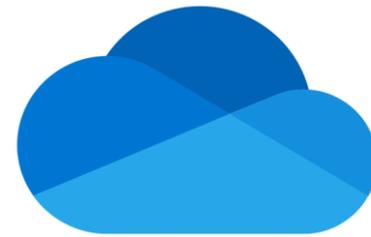
From Corresponding Invoice

	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.

JAG@bscc.ca.gov



OneDrive



Questions?

