



JAG ETP

Fiscal Responsibilities - Invoicing



WHAT WE WILL DISCUSS:

- ◆ How to locate the Financial Invoice Workbook
- ◆ Documents in Invoice Workbook
- ◆ Invoice Process Overview
- ◆ Allowable Expenses Overview
- ◆ Revising Expenditures



My files > JAG > JAG ETP > 01 - Grantee Folders > [redacted]

Name ↑ ↓	Modified ↓	Modified By ↓	File size ↓
CMV	A few seconds a...	Norred, Chad@BSC	0 items
Desk Reviews	36 minutes ago	Norred, Chad@BSC	3 items
Invoices	36 minutes ago	Norred, Chad@BSC	1 item
Resources	A few seconds a...	Norred, Chad@BSC	2 items

My files > JAG > JAG ETP > 01 - Grantee Folders > [redacted] > **Invoices**

Name ↑ ↓	Modified ↓	Modified By ↓	File size ↓
 JAG ETP Invoice Workbook - [redacted] - DO NOT DUPLICATE.xlsm	2 minutes ago	Norred, Chad@BSC	170 KB



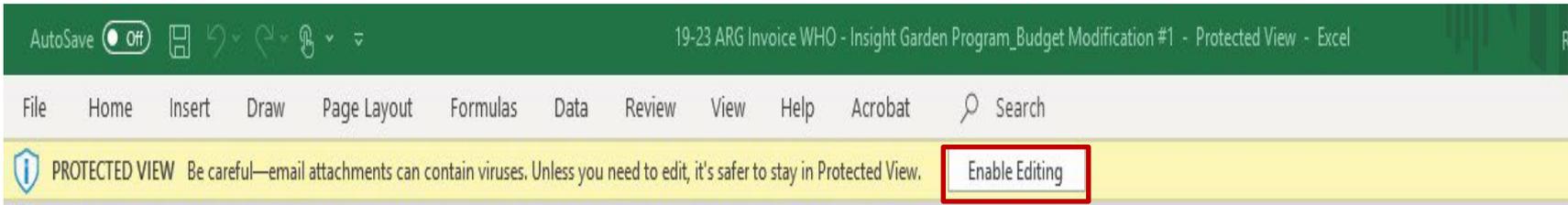
OPEN WORKBOOK IN DESKTOP

The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. The ribbon includes sections for Font, Alignment, Number, Styles, and Cells. A context menu is open over the spreadsheet area, showing two options: 'Editing: Make any changes' and 'Viewing: View the file, but make no changes'. The 'Open in Desktop' option, which includes a small Excel icon, is highlighted with a red rectangular box.

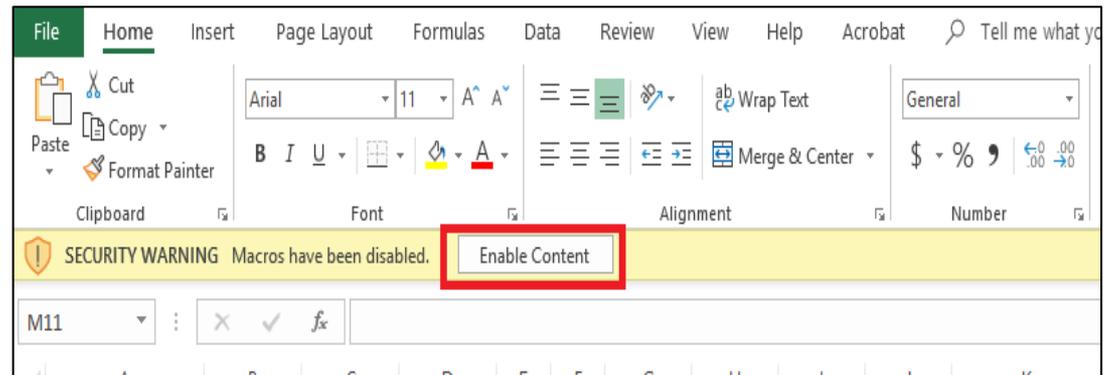
The spreadsheet content is as follows:

	A	B	C	D	E	F	G	
1	STATE OF CALIFORNIA							
2	BOARD OF STATE AND COMMUNITY CORRECTIONS							
3	Financial Invoice Form: BSCC 201 (Revised 08/2025)							
4								
5	Program:	JAG Equipment & Training Program						
6								
7	Grantee:	Grantee Name						
8								
9	Contract #:	BSCC XXXX-XX	Term:	10/1/2025	TO	9/30/2026	Invoicing Frequency	QUAR
10								
...	Invoice # and Reporting Period:	1 October 1, 2025 to December 31, 2025					Due Date:	2/1

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.



FINANCIAL INVOICE - FORM 201

- The Financial Invoice is a statement of expenditures; this is where you will be entering your expenditures in alignment to your Budget Narrative.
- Grantees must submit their Financial Invoice to the BSCC on a quarterly or monthly basis, depending on your Grant Agreement.
- Submission of your Financial Invoice, does not automatically issue your reimbursement payment. All invoices must be approved by BSCC before any reimbursement is issued.

PROGRAMS
BOARD OF STATE AND COMMUNITY CORRECTIONS
 Internal Reference: BSCC/201 Vendor Invoice

Program: JAG Equipment & Training Program

Grantee: Grantee Name

Contract #: BSCC XXXX-XX Term: 10/1/2025 TO 9/30/2026 Invoicing Frequency: QUARTERLY Revised Invoice (Y/N): N

Invoice # and Reporting Period: 1 October 1, 2025 to December 31, 2025 Due Date: 2/15/2026 Final Invoice (Y/N): N

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.

Budget Categories	Budget	Prior Expenditures	This Reporting Period	Balance
Services & Supplies	\$	\$	\$	\$
Equipment / Field Assets	\$	\$	\$	\$
Training Expenses	\$	\$	\$	\$
Indirect Costs	\$	\$	\$	\$
Other	\$	\$	\$	\$

Project Income	Unencumbered Available	Prior allocated income	Income earned this period	Unallocated income balance
\$	\$	\$	\$	\$

Grant funds expended to date	Grant funds obligated this period	Advance Disbursement Balance	Percentage of funds expended to date	#DUED
\$	\$	\$		

Budget Line Item	Item Description	Vendor	Item Cost	Comments
1				
Services & Supplies				
1				
Equipment / Field Assets				
1				
Training Expenses				
Indirect Cost Rates		Base Amount	Total Indirect Cost	Comments

PRISON PREPARING REPORT

AUTHORIZED FINANCIAL OFFICER

BSCC Supplier Data - Internal Use Only

To check the box below, I hereby certify that I am the authorized financial officer of the listed vendor agency. I further certify that I have not created any of the provisions of Section 10850 of the Government Code in incuring the expenditures reported in this invoice, not in any other way, and Sections 10850 through 10856 of the Government Code will not be violated in any way in the expenditure of funds pursuant to this invoice, that statement of funds shown to be correct, and in accordance with program provisions in all respects, and that all expenditures reported after the expiration date of the contract are for the purpose of substantiating obligations 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 any updates to the Guide during the term of the grant agreement.

Please Initial Here to certify the submission of this invoice.

To submit your invoice, please email jag@bicc.ca.gov

FORMS INCLUDED IN THE INVOICE WORKBOOK

- Financial Invoice (Form BSCC 201)
- Project Budget Narrative
- Budget Modification Form (with Project Budget)
- Schedule of Invoice Reporting Periods and Due Dates
- Invoice Workbook Instructions

STATE OF CALIFORNIA
BOARD OF STATE AND COMMUNITY CORRECTIONS
Financial Invoice Form: BSCC 201 (Revised 08/2025)

BSCC-5227
5227-00000XXXX

Program: JAG Equipment & Training Program

Grantee: Grantee Name

Contract #: BSCC XXXX-XX **Term:** 10/1/2025 TO 9/30/2026 **Invoicing Frequency:** QUARTERLY **Revised Invoice (Y/N):** N

Invoice # and Reporting Period: 1. October 1, 2025 to December 31, 2025 **Due Date:** 2/15/2026 **Final Invoice (Y/N):** N

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.

Budget Categories	Budget	Prior Expenditures	This Reporting Period	Balance
Services & Supplies	\$ -	\$ -	\$ -	\$ -
Equipment/Fixed Assets	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

Project Income	Income earned reported to date	Prior allocated income	Income earned this period	Unallocated income balance
	\$ -	\$ -	\$ -	\$ -

Grant funds expended to date: \$ - Grant funds claimed this period: \$0 Advance Disbursement Balance: \$0 Percentage of funds expended to date: #DIV/0!

Budget Line Item	Item Description	Vendor	Item Cost	Comments

INVOICE WORKSHEET ORIGINAL PROJECT BUDGET INVOICE DUE DATES INSTRUCTIONS

RECEIVING YOUR INVOICE TEMPLATE

- Your analyst will notify you when your Invoice template is ready for you to fill out.
- When you select the Reporting Period from the drop down, the due date will update automatically.
- The table will be pre-populated with your Budget, Prior Expenditures, Balance and Advance Payment reconciliation (if applicable).

- If there are any errors or discrepancies, please notify your analyst immediately.
- Do not duplicate your workbook.

STATE OF CALIFORNIA
 BOARD OF STATE AND COMMUNITY CORRECTIONS
 Financial Invoice Form: BSCC 201 (Revised 08/2025)

BSCC-5227
5227-0000000000

Program: JAG Equipment & Training Program

Grantee: Grantee Name

Contract #: BSCC XXXX-XX **Term:** 10/1/2025 TO 9/30/2026 **Invoicing Frequency:** QUARTERLY **Revised Invoice (Y/N):** N

Invoice # and Reporting Period: October 1, 2025 to December 31, 2025 **Due Date:** 2/15/2026 **Final Invoice (Y/N):** N

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.

Budget Categories	Budget	Prior Expenditures	This Reporting Period	Balance
Services & Supplies	\$ -	\$ -	\$ -	\$ -
Equipment / Fixed Assets	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

Project Income	Income earned reported to date	Prior allocated income	Income earned this period	Unallocated income balance
	\$ -	\$ -	\$ -	\$ -

ADDING EXPENDITURES OVERVIEW

		Budget Line Item	Item Description	Vendor	Item Cost	Comments
Services & Supplies	\$ 500	Monitors	2 Computer Monitors @ \$250 ea		\$ 500.00	
		Budget Line Item	Item Description	Vendor	Item Cost	Comments

Adding Expenditures:

1. Select Line Item from Drop Down
2. Enter Item info as requested
3. Enter Item Cost (only numbers)
4. Add any relevant comments

INSUFFICIENT FUNDS:
The amount you are claiming exceeds the balance in this budget category. You may not claim more than the available balance.

BUDGET ERROR!!
Please check to make sure you are not claiming more than the available balance in each budget category prior to submitting the invoice. Contact your Program Analyst if you need assistance.

NOTE: If an amount entered is greater than the available balance, Insufficient Funds/Budget Error error message will appear.

Expenditures are reported on cash basis

WHAT REPORTING PERIOD SHOULD THIS EXPENSE FALL UNDER?



A method that records income when it is received and expenses are paid

VS



A method in which revenues and expenses are recorded when a transaction occurs rather than when money is exchanged

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

PRIOR APPROVAL

Require Justification and BSCC Approval:

- ◆ Expenditures of \$3,500/unit – *Grant Guide pg. 33*
- ◆ Out-of-State Travel – *Grant Guide pg. 27*
- ◆ Some Items may require BJA Waiver – DOJ Grant Guide pg.

UNALLOWABLE SCIP EXPENSES

JAG Funding Prohibitions

The JAG statute, [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, for any of the items listed in the Bureau of Justice Assistance JAG [Prohibited and Controlled Equipment Guidance for Awards Made During or After \(federal\) Fiscal Year 2023](#).

Additionally, specific to this RFA, JAG funds may not be used to pay for any of the following items:

- Personnel (Personnel expenses are not allowable unless classified as Training Expenses as defined in Appendix A: Glossary of Terms and Resources or as part of an indirect cost calculation)
- Construction / Renovation
- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Food and beverages
- Supplanting state or local funds
- Participant support items

REFER TO YOUR BUDGET AND PROPOSAL

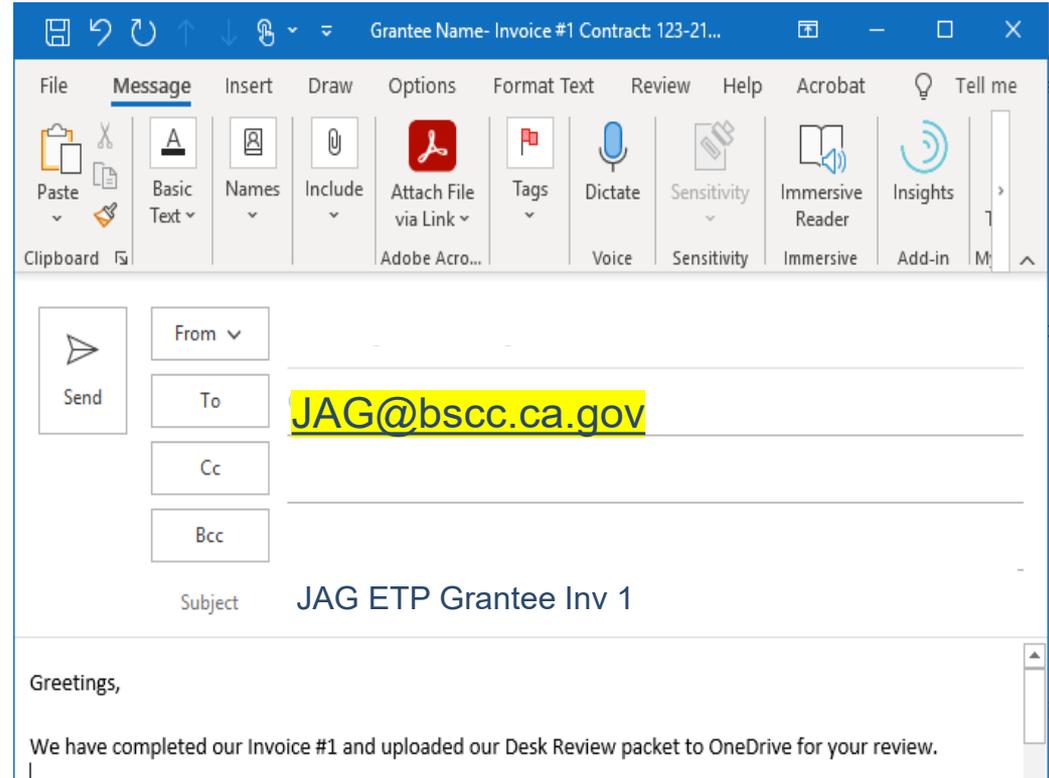
BSCC CALIFORNIA		CPGP CORRECTIONS PLANNING AND GRANT PROGRAMS	
JAG Equipment and Training Program			
Name of County Applicant:			
<i>Note: Rows 7-10 will auto-populate based on the information entered in the budget Categories (Services and Supplies, etc.)</i>			
Budget Category			Total
1. Services and Supplies			\$0
2. Equipment/Fixed Assets			\$0
3. Training Expenses			\$0
4. Indirect Costs			\$0
		TOTAL	\$0

- Expenses on your invoice must be in your Budget Narrative
- Expenses must be relevant to your project scope
- Expenses must be allowable
- Any deviations from your budget must be approved by the Field Rep and have proper substantiation

INVOICE SUBMISSION

- Invoice is not considered submitted to BSCC until we receive an email.
- Project staff will email the JAG ETP mailbox to inform us that your Invoice is ready for review.
- In the Subject line indicate: JAG ETP - Grantee Name - Invoice #

****We need this email to process your Invoice for payment****



YOU REALIZE A DISCREPANCY FROM A PRIOR INVOICE...

- First, contact your program analyst to explain why you have retroactive and/or missed expenditures at:

JAG@bscc.ca.gov



- Your analyst and Field Rep will determine the best approach. If it is decided that you can invoice for those retroactive expenses or corrections, the analyst will direct you to add or remove these costs on the next UNAPPROVED invoice.
- We do not unlock nor change prior invoices once they are approved.

ADDING RETROACTIVE EXPENSES/RECONCILING ERRORS

- Enter the expenditures for the current reporting period on the invoice.
- Select a line item on a new row to add a retroactive expense or credit the grant. Go down the row and add the relevant info that pertains to the expense.
- To subtract \$, enter a (-) with the amount and the line item will be reduced by that amount.
- Add a comment on why this is being added to an invoice outside of its normal reporting period. Explain the expense so that anyone who views the invoice can understand it.
- Reach out to your analyst for technical assistance if needed.
- Make sure all retroactive expenses or errors you are reconciling have been previously approved by the Field Rep.

		Staff Position	Staff Name	Total Wages Billable to Grant for this Period	Total Benefits Billable to Grant for this Period	Total Compensation	Comments
Salaries & Benefits	\$ 3,250	Program Manager	B. Smith	\$ 2,200.00	\$ 250.00	\$ 2,450.00	
		Program Manager	B. Smith	\$ 1,000.00	\$ (200.00)	\$ 800.00	Retro expense and credit. Records show Program Mgr worked .75 FTE but we invoiced .5 FTE on Inv 6 for a difference of \$1000 we need to invoice; We also found benefits were overbilled on Inv 6 and crediting \$200



Questions?

