Desk Review Process and Supporting Documentation



Instructions for Completing the Invoice Supporting Documentation Packet

Important Note: Before beginning this process, please note that completing this Supporting Documentation Packet and completing the Grantee Invoice (Form BSCC 201) are two separate processes. You must do both. 1). Submit your invoice as normal, and 2) complete the steps outlined below to submit your Supporting Documentation Packet. The Grantee Invoice Supporting Documentation Checklist (Checklist) is not an invoice and cannot be processed as such

A. Supporting Documentation Clarification

All grant funds, match, or leveraged amounts listed on your invoice be must also be listed on your Checklist and be substantiated with the types of supporting documents described below.

- Salaries and Benefits: You must complete the Salaries and Benefits Worksheet listing all staff whose salaries and benefits were claimed as grant expenditures, match or leveraged funds in the Salaries and Benefits category of the invoice.
- The Authorized Financial Office must sign the Salaries and Benefits Worksheet to certify that the information is true and correct.
- b. Do not submit timesheets with your desk review packet.
- All timesheets and supporting documents (including time studies) must be maintained on the project site and available to BSCC staff upon request.
- Services and Supplies: Electronic documentation will include itemized receipts, customer invoices, supplier invoices, itemized cash register tapes, internet receipts, etc.
- The following items should be easily identifiable: vendor name, form of payment (cash, credit), amount of item or service, totals paid, dates of purchase, description of items.
- b. If an itemized receipt contains both reimbursable and non-reimbursable items, submit a copy of the entire receipt, but make sure that the reimbursable items are highlighted or circled so they can be easily identified.
- c. If there are multiple documents submitted for this line item, include a coversheet for the section that lists and totals the expenditures charged to the grant. The total must match what is listed on the invoice.
- Professional Services: Use copies of invoices, work orders, etc. to substantiate costs for this line item.
- If the invoice or work order does not provide sufficient detail, include a one-page statement that details the amount and how the expense meets the requirements of the grant program.
- All supporting documents must be maintained on the project site and available to BSCC staff upon request. <u>Do not submit timesheets</u>. Only submit the invoice or work order and a one-page explanation if needed.
- Community Based Organization (CBO) / Non-Governmental Organization (NGO) Contracts: Submit a copy of the invoice(s) to substantiate charges for this line item.
- a. If the invoice does not provide sufficient detail, add a one-page statement that explains
 the expenditures and how they meet the requirements of the grant program.

- Separate from the Financial Invoice
- Grantee must complete both the Desk Review Packet and Financial Invoice



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10/2018

Make all checks payable to [Your Company Name]
If you have any questions concerning this invoice, contact [Name, phone, e-mail]

Thank you for your business!

Preparing Invoice Supporting Documentation Packet



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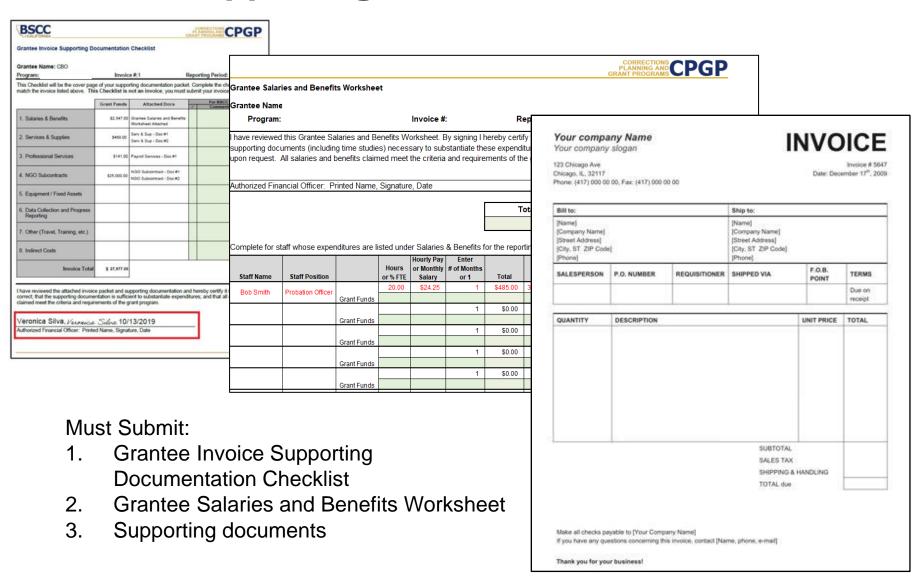
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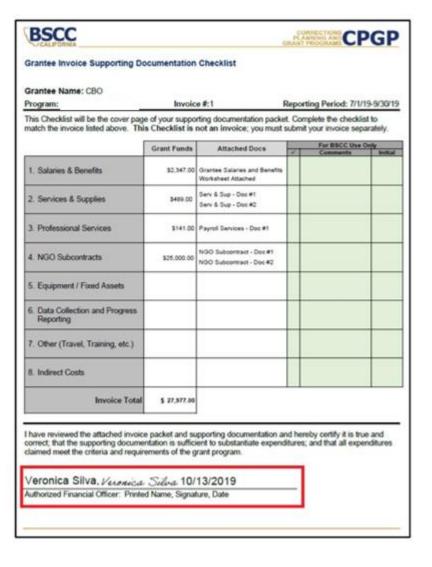
- Compile, highlight and label all project related receipts
- Dates on all supporting documents must fall between grant start date and the end date of the applicable reporting period
- Supporting documentation that should be provided for each category can be located within the instructions

Invoice Supporting Documentation Packet



Invoice Supporting Documentation Packet

- Grantee Invoice Supporting Documentation Checklist -



- Must be submitted with every Desk Review
- List the amount and supporting documents provided for each category
- Every item on the invoice must have sufficient supporting documentation to substantiate exact amount claimed for reimbursement
- Must be signed and dated by the Authorized Financial Officer

Invoice Supporting Documentation Packet - Grantee Salaries and Benefits Worksheet -

| Grantee Salaries and Benefits W | SIRSHEEL | | |
|---------------------------------|------------|---|--|
| Grantee Name | | | |
| Program: | Invoice #: | Reporting Period: | |
| | , , , | hereby certify that it is true and correct and ese expenditures are maintained on the pr | |

Complete for staff whose expenditures are listed under Salaries & Benefits for the reporting period listed above. Delete red sample text before beginning

Total Grant Funds

| | | | Hours | Hourly Pay | Enter # of Months | | | enefits | Total | For BSCC Use | Only |
|-----------------|-------------------|-------------|----------|------------|----------------------|----------|-----|----------|--------------|--------------|----------|
| Staff Name | Staff Position | | or % FTE | Salary | or 1 | Total | % | amount | Compensation | Comments | Initials |
| Bob Smith | Probation Officer | | 20.00 | \$24.25 | 1 | \$485.00 | 34% | \$164.90 | \$649.90 | | |
| BOD SHILLI FIOD | Frobation Officer | Grant Funds | | | | | | | | | |
| | | | | | 1 | \$0.00 | | \$0.00 | \$0.00 | | |
| | | Grant Funds | | | | | | | | | |
| | | | | | 1 | \$0.00 | | \$0.00 | \$0.00 | | |
| | | Grant Funds | | | | | | | | | |
| | | | | | 1 | \$0.00 | | \$0.00 | \$0.00 | | |
| | | Grant Funds | | | | | | | | | |
| | | | | | 1 | \$0.00 | | \$0.00 | \$0.00 | | |
| | | Grant Funds | | | | | | | | | |

- Report Salaries and Benefits by using the Worksheet.
- Please do not submit timesheets with your Desk Review. (Please continue to keep timesheets on-site.)
- Must be signed and dated by the Authorized Financial Officer.

Submitting Invoice Supporting Documentation Packet

C. Assembling and Submitting Supporting Documentation Packet

Complete the Checklist. The Checklist must be signed by the Authorized Financial Officer
and is the required face page for your electronic Supporting Documentation Packet. Ensure
all supporting documents are accurately labeled and matched to the amounts listed on your
Checklist.

| Grantee Invoice Supporting Documentation Checklist Grantee Name: | | | | | | | |
|---|------------------|--|---|----------|-----------|--|--|
| | | | | | | | |
| This Checklist will be the cover pa match the invoice listed above. Ti | his Checklist is | not an invoice; you mus | | | parately. | | |
| | Grant Funds | Attached Docs | 1 | Comments | Initia | | |
| 1. Salaries & Benefits | \$9,625 | Salaries & Benefits worksheet | | | | | |
| 2. Services & Supplies | \$489 | Serv & Sup – Doc #1 Serv & Sup – Doc #2 | | | | | |
| 3. Professional Services | \$6,210 | Prof Serv – Doc #1 | | | | | |
| | | NGO Subcontracts Doc #1 | | | | | |

- 2. Compile documents in the following order:
 - a. Supporting Documentation Checklist signed by the Authorized Financial Officer
 - b. Salaries and Benefits Worksheet signed by the Authorized Financial Officer
 - c. All other supporting documentation for amounts claimed, by expenditure category in the order listed on the Grantee Invoice & Supporting Documentation Checklist.

- Supporting documents are accurately labeled and matched to the amounts listed on your Checklist.
- Compile documents in the order outlined on the Checklist
- Scan into a single PDF and email to the PP_Grants@bscc.ca.gov
- inbox.



Final Questions?



