

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

Adult Reentry Grant

Fiscal Responsibilities

Invoicing

The image shows the upper portion of the California State Capitol building, featuring its iconic dome with a golden top and classical architectural details like columns and arches. The building is set against a clear blue sky.

What we will discuss:

- ◆ How to locate and utilize the Financial Invoice Workbook
- ◆ Documents in Invoice Workbook
- ◆ How to complete Financial Invoice



My files > Warm Handoff Cohort II- > **Building Futures**

	Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
	Desk Reviews (DR)	August 5	Regalado, Adriana@BS...	4 items	Shared
	Quarterly Progress Reports	August 5	Regalado, Adriana@BS...	2 items	Shared
	Grantee Contact Information Sheet.xlsx	August 18	Regalado, Adriana@BS...	68.7 KB	Shared
	Invoice Workbook.xlsm	3 hours ago	Regalado, Adriana@BS...	409 KB	Shared



Invoice Workbook



Open workbook in Desktop

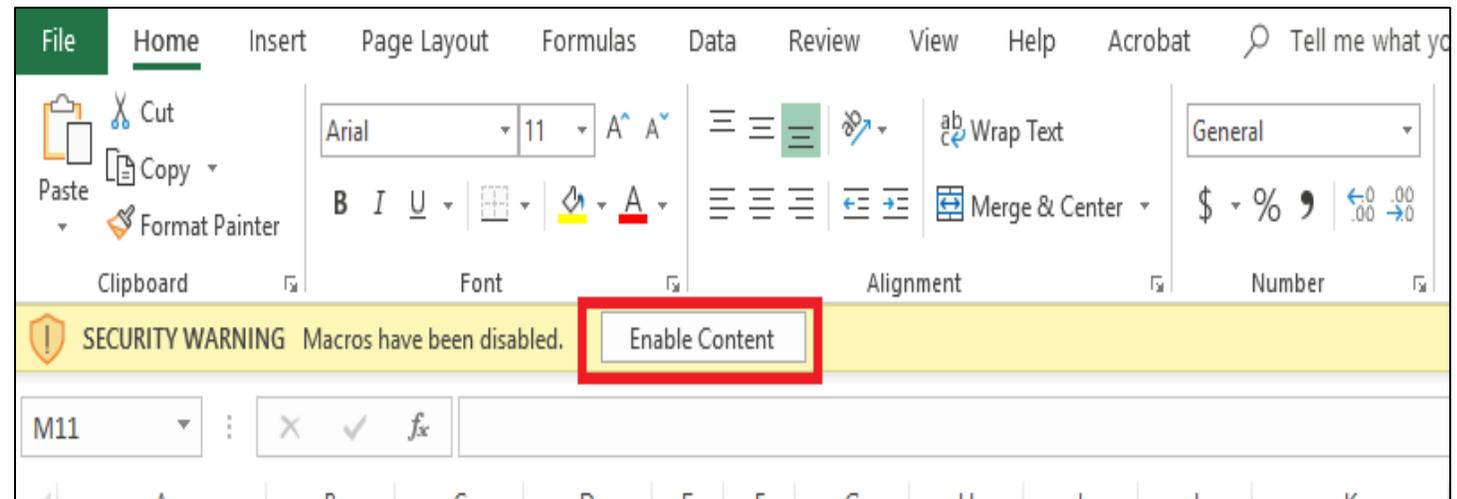
The screenshot shows the Microsoft Excel Online interface. The browser address bar displays the URL: `cabsc-my.sharepoint.com/:x/r/personal/danielle_feist_bscs_ca_gov/_layouts/15/Doc.aspx?sourcedoc=%7B66e355c4-f3ab-43b7-b795-66a366fe5e...`. The Excel ribbon is visible, with the 'Home' tab selected. A search bar at the top right contains the text 'Search (Alt + Q)'. The 'Editing' dropdown menu is open, showing two options: 'Editing: Make any changes' and 'Viewing: View the file, but make no changes'. The 'Open in Desktop App' button is highlighted with a blue rectangular box. The spreadsheet content includes a header for 'STATE OF CALIFORNIA BOARD OF STATE AND COMMUNITY CORRECTIONS' and a table with columns: 'Line Items', 'Budget', 'Prior Expenditures', 'This Reporting Period', and 'Balance'. A 'Please Note' box is also present, stating: '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
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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 Invoices (Form BSCC 201)
- Budget Modification Form (Form BSCC 223)
- Project Budget Narrative
- Schedule of Invoice Reporting Periods and Due Dates
- Invoice Workbook Instructions

The screenshot shows an Excel spreadsheet with the following data:

Program: Adult Reentry Grant

Grantee: Grantee Name **Project Title:** WHO Cohort III

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 & Supplies	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -
NGO Subcontracts	\$ -	\$ -	\$ -	\$ -
Equipment / Fixed Assets	\$ -	\$ -	\$ -	\$ -
Data Collection & Progress Reporting	\$ -	\$ -	\$ -	\$ -
Financial Audit	\$ -	\$ -	\$ -	\$ -
LEP / LER	\$ -	\$ -	\$ -	\$ -
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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The spreadsheet also includes a navigation bar at the bottom with tabs for INVOICE 1 through INVOICE 10, with INVOICE 1 selected.

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 basis.
- Submission of your Financial Invoice, does not automatically issue your reimbursement payment. All invoices must be approved by your ARG Analyst team and Field Representative before any reimbursement is issued.

BOARD OF STATE AND COMMUNITY CORRECTIONS
 Finance Section Form BSCC 201 (Previous BSCC 200)

Program: **Adult Reentry Grant** Project Title: **WHO Cohort II**

Contract #: **1000-00** Term: **10/1/2020 to 4/30/2026** Invoicing Frequency: **Quarterly**

Invoice #: **1** Reporting Period: **10/1/2020 to 12/31/2020** Due: **2/15/21** Final Invoice (Y/N): **No**

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

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

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

PERSON INFORMATION ELEMENT **BSCC Reimbursement Data - Information Only**

Agency Title: _____ Date Received: _____ Approved By: _____

By checking this box, I hereby certify that I am the authorized financial officer of the above named agency. I further certify that I have not violated any of the provisions of Section 1506 of the Government Code in incurring the expenditures reported in this invoice. I hereby agree when the BSCC through 1506 of the Government Code will not be issued in my name. In the event of a dispute over the amount of funds to be issued, the amount of funds to be issued will be determined by the BSCC. I acknowledge that I am subject to all of the requirements in the BSCC Grant Applicant User Guide, including my signature to the Guide during the award of the grant agreement.

BSCC Number: **125456** Grantee Name: _____ Signature: _____

Date: _____ **SUBMIT**

Program: Adult Reentry Grant

Grantee: Grantee Name **Project Title:** WHO Cohort III

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

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.

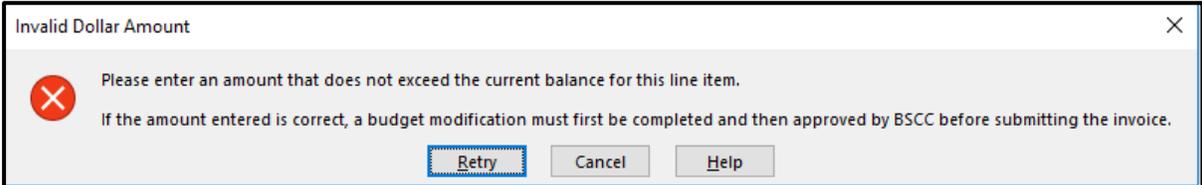
Line Items	Budget	Prior Expenditures	This Reporting Period	Balance
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -
NGO Subcontractor	\$ -	\$ -	\$ -	\$ -
Equipment / Fixed Assets	\$ -	\$ -	\$ -	\$ -
Data Collection & Progress Reporting	\$ -	\$ -	\$ -	\$ -
Financial Audit	\$ -	\$ -	\$ -	\$ -
LEP / LER	\$ -	\$ -	\$ -	\$ -
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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How to Complete a Financial Invoice

- Confirm the Reporting Period pertains to the dates of expenditures you are submitting
- In the section titled 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?

Meaning

Accrual Method

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



Cash Method

A method that records income when it's received and expenses when they are paid



What is the Difference?



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 T-Shirts for graduation ceremony, marking their completion of the ARG program. 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 T-Shirts for graduation ceremony, marking their completion of the ARG program. 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.



Refer to your Budget Narrative

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
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	\$16,200
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:		
<p>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. She 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.</p>		
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

The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The 'Freeze Panes' option is highlighted with a red box. Below the ribbon, the spreadsheet content is visible, including the BSCC logo, the title 'Project Budget and Budget Narrative for Warm Hand-off Reentry Services (UPDATED 3.14.19)', and the budget table.

Budget Line Item	Grant Funds
1. Salaries and Benefits	\$275,625
2. Services and Supplies	\$48,700
3. Professional Services	\$70,200

			Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries & Benefits	Grant Funds	\$ 9,075	Case Manager- 1FTE @ \$8,000 month + \$50 Benefits= \$8,050 Lead Manager- .5 FTE @ \$1,000 month + \$25 Benefits= \$1, 025 Program Coordinator 1FTE @ \$500 for 2 months= \$100	
	Project Income	\$ -		
Services & Supplies	Grant Funds	\$ 2,450	Employment training and materials- \$400 x 5 clients= \$2,000 \$50 Food gift cards for 9 clients= \$450	Gift cards purchase approved by Field Rep in 12/4/20 email.
	Project Income	\$ -		
Professional	Grant Funds	\$ 750	Contract Therapist \$75/hr for 10 hours=\$750	

- 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
Contract #: 2022-02
Start: 10/1/2022 **End:** 4/30/2026
Reporting Period: 10/1/2022 **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/Training, etc.	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -

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/Training, etc.	
Indirect Costs	
Project Income	

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

ALL INFORMATION IS CONFIDENTIAL
 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 1030 of the Government Code in locating the expenditure reported in this invoice, nor in any other way for Sections 1030 through 1040 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 provisions in all respects, a true and all expenditures submitted for the reporting date of this contract are for the purpose of fulfilling obligations legally incurred during the contract period. Further more, by submitting this invoice, I acknowledge that I must adhere to all of the requirements in the BSCC Grant Administrator Guide, including a my update to the Guide during the term of the grant agreement.

BSCC Supplier Data - Internal Use Only
 Supplier ID: 123456
 Supplier Name: _____
 Address Line 1: 1234 Street
 City: Sacramento

CERTIFIED SUBMIT

Date Received: _____ Approved By: _____

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.

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 FTE annually		\$28,073
benefits		23.50%	\$52,447
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL			\$275,625

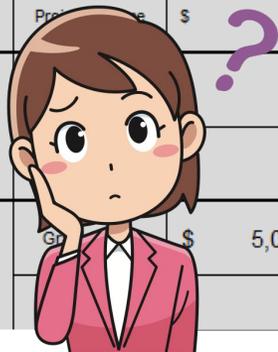
This position is allocated as an hourly position, therefore Invoice Expenditure Description for this position should be identified as such.

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:

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

			Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries & Benefits	Grant Funds	\$ 24,818	L. Jackson Salary \$2,604.57 plus 18% benefits of \$468.82 Total \$3,073.40 - R. Armstrong Salary \$1,934.43 plus 18% benefits of \$348.20 Total \$2,282.62 - D. Vidrio Salary \$3,813.48 plus 18% benefits \$1658.40 Total \$10871.74 - S. Taylor Salary \$7280.00 plus 18% benefits of \$1310.40 Total \$8590.39	Staff is listed by name and does not include the Staff Title or Type of Pay as identified in the Budget Narrative.
	Project Income	\$ -		
Services & Supplies	Grant Funds	\$ 5,789	Purchase of \$676.66 total from Rise up industries for tool as supportive services. Purchase of \$1900.35 total in gas cards as supportive services. Purchase of \$2847.91 in gift cards as supportive services. Purchase of \$364 in bus passes as supportive services	Supportive services such as Gift Cards, Food, etc. require Field Rep approval prior to expending. Comment indicating prior approval information not entered in COMMENT box.
	Project Income	\$ -		
Professional Services	Grant Funds	\$ -		Expenses are based on actuals not budgeted amounts. FTE for this expense is 1 FTE in their Budget Narrative. Expenditure Description does not make sense when referring to Budget Narrative.
	Project Income	\$ -		
NGO Subcontracts	Grant Funds	\$ -		
	Project Income	\$ -		
Equipment / Fixed Assets	Grant Funds	\$ -		
	Project Income	\$ -		
Data Collection & Progress Reporting				
Other (Travel, Training, etc.)	Grant Funds	\$ 5,004	Rent for Oct, Nov & Dec 2021 per budget \$417= 1FTE Total \$5004, 4 FTE * \$417 * 3 months	
	Project Income	\$ -		



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



Revising Expenditures

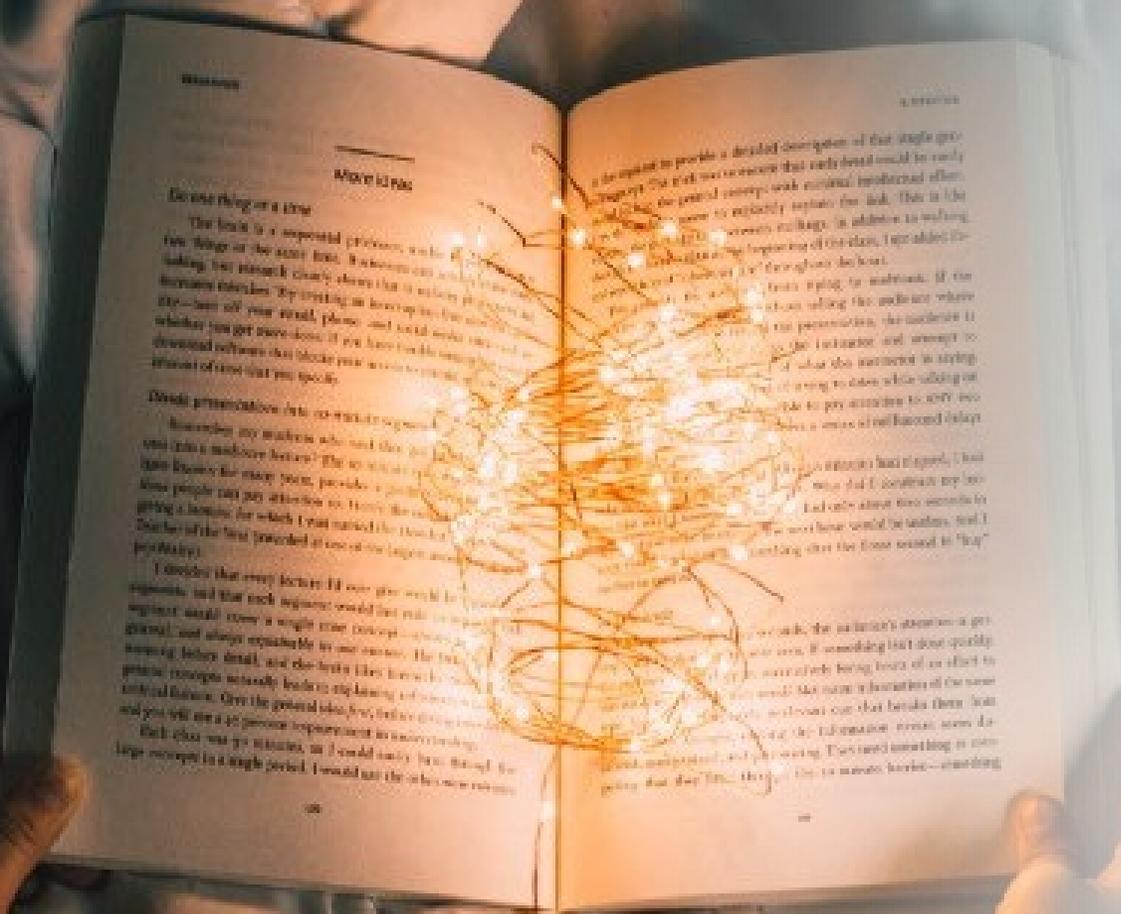
You realize a discrepancy from a prior invoice...

FIRST FIRST
THINGS FIRST

- First, you will want to contact your analyst
- Email your analyst at: ARGCohort3@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

A bright yellow speech bubble with a white center. The bubble has a thick black outline and a jagged, torn-paper-like edge. Inside the white center, the words "DON'T FORGET!" are written in a bold, black, sans-serif font. The yellow background of the bubble is decorated with small white dashes and circles, resembling confetti or sprinkles.

**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

Customer
Number

To

Jan 2013

Description

Debit

98.14

Statement Total

98.14

PAID

Total

644.74

112.68

181.42

PAID



Q&A Session

Creating an Invoice Activity

We will now start our invoice activity where you will break into breakout rooms and work to create a group invoice and narrative

