

Adult Reentry Grant

Fiscal Responsibilities Invoicing



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 R^{R}

		Name Y	Modified ~	Modified By \checkmark	File size ~	Sharing
	8	Desk Reviews (DR)	August 5	Regalado, Adriana@BS	4 items	g ^R Shared
	2	Quarterly Progress Reports	August 5	Regalado, Adriana@BS	2 items	x ^۹ Shared
	X	Grantee Contact Information Sheet.xlsx	August 18	Regalado, Adriana@BS	68.7 KB	_{R^R Shared}
\bigstar	X	Invoice Workbook.xlsm	3 hours ago	Regalado, Adriana@BS	409 KB	g ^R Shared









Open workbook in Desktop

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Security Warnings in the Invoice Workbook

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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

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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.

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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.

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8	Please enter an amount that does not exceed the current balance for this line item. If the amount entered is correct, a budget modification must first be completed and then approved by BSCC before submitting the invo Retry Cancel <u>H</u> elp	ice.



Expenditures are reported on cash basis



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
- <u>Would this expenditure be recorded</u> 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
- <u>Would this expenditure be recorded for</u> 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.





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.



WOALFORNIA	SIGHT FROM	ouno 🚽 🗉	
Project Budget and Bud	get Narrative for Warm Hand-off Reentry Services (UPDATED 3.14.	19)	
Na	me of Applicant CBO: Board of State		
Pro	ect Budget for Warm Hand-off Reentry Services		
Budget Line item			Grant Fund
1. Salaries and Benefits			\$275,62
2. Services and Supplies			\$48,70
3. Professional Services			\$70,20
4. Non-Governmental Organization (NGO) Subcor	tracts		\$10,00
5. Equipment/Fixed Assets			\$20,00
6. Data Collection and Progress Reporting			\$30,00
7. Other (Travel, Training, etc.)			\$60,00
8. Indirect Costs			\$5,00
		TOTAL	\$519,52
1. Salaries and Benefits for Warm Hand-off Ree	intry Services		
Name and Title	(% FTE or Hourly Rate) & Benefits		Grant Fund
Example (Hourly): Bob Smith, Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 @ 22% = \$4,752		\$4,75
Example (FTE): Jane Doe, Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000 @ 22% = \$9,900		\$9,90
Advocate/Case Manager (1.0 FTE)	1 FTE \$2,000 X 42 annually		\$167,44
Peer Advocate Trainee (2 positions, hourly)	\$18/hr X 5 hrs X 30 weeks annually X 2		\$16,20
John Doe, Program Manager (FTE)	.10 FTE annually		\$11,46
Jay Doe, MSW, Executive Director	.10 FTE annually		\$28,07
benefits		23.50%	\$52,44
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		TOTAL	\$275.62
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 service	es to clients.
including assessing emergency needs including ne	eed for shelter, development of an individual case management plan, co	ourt accompa	niment,

including assessing emergency needs including need for shelter, development of an individual case in anagement 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 reponsible for oversight of the program. Peer Advocate Trainees: Formerly incarcerated individuals will be recuited 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 position 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 establishing and maintaining the extensive collaborative relationships with CBOs and government agencies required to undertake these services. This includes participanting in collaborative meetings such as the Alameda County Re-Entry Program and Work Group.

MOD x APPROVAL DATE :

2. Services and Supplies for Warm Hand-off Reents	y Services	
Description of Services or Supplies	Calculation for Expenditure	Grant Fun
Example: Supportive Services (bus passes, gas cards	\$350 x 50 Participants	\$17,5
Transportation and Case Management Support	\$400 X 75 participants	\$30,0

Refer to your Budget Narrative

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6	1. Sal	aries and E	Benefits									\$27	5,625				
7	2. Ser	vices and	Supplies									\$4	8,700				
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			Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries &	Grant Funds	\$ 9,075	Case Manager- 1FTE @ \$8,000 month + \$50 Benefits= \$8,050 Lead Manager5 FTE @ \$1,000 month + \$25 Benefits= \$1, 025 Program Coordinator 1FTE @ \$500 for 2 months= \$100	
Benefits	Project Income	\$ -		
Services &	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.
Supplies	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.

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PERSON PREPARING REPORT	AUTHORIZED RIMAN CALOFFICER DSC C Suppl	ier Data - Internalillas Cink



Date Received:

By checking the bloc below, if hereby cettly that i am the surfacebeit financial of the roll the 123456 herein named agency. I further centify that I have not violated any of the provisions of Sector 1080 of the Government Code in incurring the expenditures reported in this incice, nor in any other way; that Sections 1080 though 1084 of the Government Orde ontee Name will not be violated in any way in these operators of the department to this invoice; the same ment of funds a base is true, correct, and in accordance with pagram provisions in all 1234 Street in spectra and that all expenditures submit ted of twith exercise date of this core actions for the purpose of sub-containing chilgation a legally incurred during the contact period. Further more, by submitting this invoice, I acknowledge that I must adhee to all of the requirements in the RECC Grant Admit is more Guide, including a ny updates to the Guide during the sem of the grant agreenent. SIGME CONTINUES.

Approved By:

THE REPORT OF A DECISION

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	This position is allocated as 1 FTF		Grant Funda
1. Salaries and Benefits	This position is allocated as I FIE,		\$275,625
2. Services and Supplies	meaning this person will be working		\$48,700
3. Professional Services	100% on APC and should be reflected		\$70,200
4. Non-Governmental Organization (NGO) Subcontra	100% Off ANG and should be reflected		\$10,000
5. Equipment/Fixed Assets	on the Invoice Expenditure Descriptior	h 📄	\$20,000
6. Data Collection and Progress Reporting	for this position. If this calculation		\$30,000
7. Other (Travel, Training, etc.)			\$60,000
8. Indirect Costs	changes, a Budget Modification will be		\$5,000
	necessary.	TAL	\$519,525
1. Salaries and Benefits for Warm Hand-off Reentr	y Services		
Name and Title	(% FTE or Ho Benefits		Grant Funds
Example (Hourly): Bob Smith, Fiscal Manager	\$60/hour x 10 nonth x 3 years = \$21,600 @ 22% = \$4,752		\$4,752
Example (FTE): Jane Doe, Counselor	.25 FTE @ \$8 00 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 FTF ually		\$11,465
Jay Doe, MSW, Executive Director	ually		\$28,073
benefits		23.50%	\$52,447
This position is allocated a	as an hourly		\$0
inis posición is unocateu e			\$0
position, therefore I	nvoice		S 0

Expenditure Description for this position should be identified as such.

TOTAL \$275,625

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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 reponsible 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 :

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					



			Expenditure Descriptions - Units / \$ Amounts		Comments			
Salaries & Benefits	Grant Funds	\$ 24,818	L. Jackson Salary \$2,604.57 plus 18% benefits of \$468.82 Total \$ benefits of \$348.20 Total \$2,282.62 - D. Vidrio Salary \$3,813.48 pl Salary \$7280.00 plus 18% benefits of \$1310.40 Total \$8590.39	Staff is listed by name and o include the Staff Title or Typ as identified in the Bud	does not be of Pay			
	Project Income	s -		Narrative	10° C			
Services &	Grant Funds	\$ 5,789	Purchase of \$676.66 total from Rise up industries for tool as supp cards as supportive services. Purchase of \$2847.91 in gift cards passes as supportive services	portive services. Purchase of \$1900.35 total in gas as supportive services. Purchase of \$364 in bus				
Supplies	Project Income	s -		Supportive services such as Gift Cards	Food			
Professional	Grant Funds	s -		etc. require Field Rep approval prio	r to			
Services	Project Income	s -		expending. Comment indicating prior approval information not entered in				
NGO	Grant Funds	s -		COMMENT box.				
Subcontracts	Project Income	s -						
Equipment /	Grant Funds	s -		nts. FTE for this				
Fixed Assets	Pre	5		expense is 1 FT	E in their Budget			
				Narrative. Expen	diture Description			
Data Collection) 🔹 -		does not make se	nse when referring			
& Progress Reporting		P .		to Budget	t Narrative.			
Other (Travel,	AR	\$ 5,004	Rent for Oct, Nov & Dec 2021 per budget \$417= 1FTE Total \$500	04, 4 FTE * \$417 * 3 months				
Training, etc.)	UV	<u> </u> -						

Unacceptable Invoice



				Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries &	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	
Benefits	Project Income	\$	-		
Services &	Grant Funds	s	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
oupplies	Project Income	\$	-		
Professional	Grant Funds	s	174	Auditor \$66.84, Payroll consuttant fees -\$107.38	
Services	Project Income	\$	-	STANDA	
NGO	Grant Funds	\$	-	ALONE	
Subcontracts	Project Income	\$	-	DOCL	
Equipment /	Grant Funds	\$	-	COMENT	
Fixed Assets	Project Income	\$	-		
Data Collection	Grant Funds	\$	-		
α ⊢rogress Reporting	Project Income	\$			
o	Grant Funds	s	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	

Acceptable Invoice



Certifying Acceptable Invoices after Review

- In the Person Preparing Report section, the individual who prepares invoices will provide their contact information and the date the invoice was prepared. The date needs to be updated anytime the invoice is revised.
- Once the invoice is prepared, the Authorized Financial Officer
 MUST review invoice prior to completing their certification.
- Save Invoice workbook changes and close workbook.

PERSON PREPARING REPORT
Name, Title
Phone
Email
Date

AUTHORIZED FINANCIAL OFFICER

By checking the box below, I hereby certify that I am the authorized financial officer of the herein named agency. I further certify that I have not violated any of the provisions of Section 1090 of the Government Code in incurring the expenditures reported in this invoice, nor in any other way; that Sections 1090 through 1096 of the Government Code will not be violated in any way in the expenditure of funds pursuant to this invoice; that statement of funds above is true, correct, and in accordance with program provisions in all respects; and that all expenditures submitted after the expiration date of this contract are for the purpose of substantiating obligations legally incurred during the contract period. Furthermore, by submitting this invoice, I acknowledge that it 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.







Revising Expenditures

You realize a discrepancy from a prior invoice...



• First, you will want to contact your analyst

 Email your analyst at: <u>ARGCohort3@bscc.ca.gov</u>

• Explain why you have retroactive and/or missed expenditures you now will need to invoice for

Moveldes the and thing on a little

The back is a separated provider, while of the tion things of the actes from \$ who were out and any time property charge that is not on In wave obtained by Dividing in According to a the new of your stand, planet and and all of schedule (see per pare-door, if we have to be it was and colling in the blocky part of or second of campoint rest space in-

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I mention that every feetings Id over plan would be provide and that such asymptotic would live out spinne and over a wegle may prove grame , and alongs equality for any survey. He now of later deal, and the later lies have it print in comparison with a set of the set of and all have a Greetle presend size, 5 w, bed as and you will not a 10 percent improve that it is near the second second their other was provided in a free did and a free through the processing a single period from all all the other size relevant

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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
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 STAFE MEMORE 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 <u>\$2.400</u>	we have realized a coding error from our accounting dept. previously we did not invoice for data collection expenses from
Financial Audit	\$		last quarter due to this expense being coded to the incorrect program, we are now adding it to
Local Evaluation Plan (LEP)/ Local Evaluation Report (LER)	\$		this quarter's expensesPD Sally Smith

- 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



• Adding to your invoice is just one step in updating expenditures

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 You will still need to update your Desk Review Packet with supporting documentation that verifies your expense 635.74

112,61

PAD

181.4

- 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



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

