

## Examples of Invoice Expenditure Narrative Descriptions for Grants Administered by the BSCC

The BSCC Grants Division would like to provide some helpful information about the invoicing review process and how we can minimize corrections so we can provide prompt and timely reimbursement for grant expenditures.

Invoice Review Process- BSCC staff ensures:

- The total dollar amount claimed in each line-item matches the amount(s) listed within the corresponding line-item description box in the lower half of the invoice sheet.
- The information listed within the line-item description box is in alignment to the original application narrative provided by the grantee by comparing the two documents.
  - The level of detail provided in the expenditure description boxes is essential in providing a clear depiction of how grant funds are being utilized per the grantee application.
  - A brief, detailed summary of how the grant funds were used including the dollar amount for each expenditure will aid in reconciliation efforts, reducing the need for further inquiries about invoice information.
  - There may be circumstances the BSCC will request additional documentation for certain expenses; however, in general, standard invoice submittals will not require any supporting documentation. As stated above, accurate descriptions and dollar amounts will assist in faster processing.

Below are examples of expenditure narrative with detailed descriptions for invoicing.

Salaries & Benefits:

Salaries & Benefits	\$12,680	MSW = \$12,680 for 200hrs   Salary and Benefits (Hourly rate = \$46.34 x 200 hrs = \$9,268) + (Avg benefits rate = 36.813% x \$9,268 = \$3,411.83)
Salaries & Benefits	\$21,270	M. Woods 1FTE Case Manager \$3,748.80/month = \$11,246.40 includes benefits. 20hrs OT at \$44/hr. = \$880.00. Total \$12,126.40 T. Mowry .5FTE Lived Experience Mentor 480 salary hours @ \$19.05/hr. = \$9,144.00

Services & Supplies:

Services & Supplies	\$2,053	<p>Computer Monitor, and Peripherals = \$758.52                  Cell phone + protective case = \$59.45                  Tablet &amp; Protective Case = \$449.91                  Basic office supplies for project staff = \$68                  Printing services for participant workbooks = \$539                  Shipping costs to send out participant workbooks (no in-person due to COVID) = \$178</p>
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Professional Services:

Professional Services	\$59,770	<p>Contract with County Office of Education to provide Prenatal &amp; Parenting Life Skills Services – program services, supplies, and program training.</p> <p>\$32,126.19 Salary &amp; \$15,437.84 Benefits for one employee (Youth Counselor)                  \$12,000 3 years of incentives per matrix provided                  \$205.62 Materials</p>
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NGO Subcontracts:

NGO Subcontracts	\$15,201	<p>Community Resolution contract- payment for services rendered this quarter:                  \$12,500 = 1 FTE Prenatal Counselor                  \$251 = Training materials for groups                  \$500 = participant incentives per matrix                  \$1,950 = food for 15 participants at weekly group sessions (\$10 max each)</p>
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Indirect Costs:

Indirect Costs	\$1,433	<p>Indirect cost is 10% of Salary and Benefits Only: <math>\\$14,331.25 \times 10\% = \\$1433.12</math></p>
Indirect Costs	\$5,248	<p>10% of this quarter's direct costs (\$52,482) = \$5,248</p>

Equipment/Fixed Assets:

Equipment/Fixed Assets	\$3,687	<p>\$3,687 for Laptop &amp; travel printer combo for Case Manager (approved by BSCC).</p>
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Data Collection:

Data Collection	\$1,600	One-time billable hours for IT provider to create ad hoc reporting for providing BSCC with data per the quarterly progress report and Local Evaluation Plan project measures. 32 hours at \$50/hour = \$1,600
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Project Evaluation:

Project Evaluation	\$8,845	Research and Evaluation Services – Month 1 Evaluation services for grant activities: Health and Safety (23.5 hours), at \$145 / hour for a total of \$3407.50 Month 2 Evaluation services for grant activities: Health and Safety (15.5 hours), at \$145 / hour for a total of \$2247.50 Month 3 Evaluation Services for grant activities: Health and Safety (22 hours), at \$145 / hour for a total of \$3190
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Sustainability Planning:

Sustainability Planning	\$1,1542	Room rental for quarterly strategic planning meetings for community and government partners for continued services post-grant contract - \$500 .25 FTE Analyst solely for researching grants, partnerships, leveraging funding streams for sustaining Proud Parenting grant project \$1,042
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Other:

Other	\$650	Project Director - \$325 registration for conference training to gain outreach techniques and increase knowledge of impacts on youthful parents still in school. Counselor - \$325 registration for same conference training
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Financial Audit:

Financial Audit	\$10,000	Contract with ABC Financial, CPA for full 3-Year fiscal Proud Parenting audit requirement. \$10,000
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