

Edward Byrne Memorial Justice Assistance Grant (JAG) Fiscal Responsibilities

Invoicing

Discussion Points:

- Locating & utilizing the BSCC Financial Invoice Workbook
- How to complete & submit a financial invoice
- Adhering to your project's budget



Locating your specific invoice workbook

Once your agency has a completed and received your fully executed contract with BSCC, you will be given access to your OneDrive folder.



🚾 Norred, Chad@BSCC > 2023 JAG > Butte County > Invoices 🛞

🗅 Name 🗸

Butte County - 2023 JAG Invoice Workbook DO NOT DUPLICATE.xlsm





What is in the Invoice Workbook? Financial Invoices Budget Instructions Modification Invoice Workbook Budget Due Dates Narrative



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| Program: | JAG | | | te: The California State Controller's | |
| Grantee: | Grantee Name | Lead Public Agency: Lead Age | listed in the | send all checks directly to the address e "BSCC Vendor Data" section at the his invoice. | |
| Contract #: | xxx-xx T | erm: 6/1/2023 TO 12/31/2020 | 5 Invoicir | ng Frequency Quarterly | Very een werk heth directly frem the OreDrive |
| Invoice #: | 1 Reporting Pe | riod: 6/1/2023 TO 6/30/2023 | Due: 8/15/23 Final I | nvoice (Y/N): No | You can work both directly from the OneDrive |
| Line Items | Budget | Prior Expenditures | This Reporting Period | Balance | or open the workbook in the Desktop App. The |
| Salaries & Benefits | s - | ş - | \$- | ş - | Desktop App generally has easier access and |
| Services & Supplies | \$ - | ş - | \$- | ş - | |
| Professional Services | \$ - | ş - | \$ - | ş - | more functionality. Opening in either way will |
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| Indirect Costs | s - | \$ - | \$ - | ş - | |
| TOTAL | \$- | \$ - | \$- | \$ - | |
| Project Income | Income reported to date \$ | - Prior allocated income \$ | - This Period \$ - | Unallocated income balance \$ - | |

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.

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Forms Included in the Invoice Workbook

- Financial Invoice tabs (Form BSCC 201)
- Budget Modification tab (Form BSCC 223)
- Project Budget Narrative
- Invoice Due Dates
- Invoice Workbook Instructions

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| Program: | JAG | | | | | | | | Office will s | e: The Californi end all checks | directly to th | ne address | | |
| Grantee: | Grantee I | Name | | Lead Public Agency: Lead Agen | | | ncy Name listed in the "L bottom of this | | | | r Data" secti | ion at the | | |
| Contract #: | xxx-xx | | Term: | 6/1/2023 | то | 12/31/2026 | | | Invoicin | g Frequency | Quarterly | | | |
| Invoice #: | 1 | Re | porting Period: | 6/1/2023 | то | 6/30/2023 | Due: | 8/15/23 | Final In | voice (Y/N): | No | | | |
| Line Items | | Budget | | Prior | Expend | itures | This | Reporting P | eriod | | Balance | | | |
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Financial Invoice - Form 201

- The Financial Invoice is a statement of expenditures for the quarter
- All invoices should be submitted using Cash Basis Accounting
- Invoices MUST adhere to the Project 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 JAG team and Field Representative before any reimbursement is issued (therefore, getting us *proper* invoices on time is critical!)

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| Invoice # | 4 | Reporting Period | | Due: 21523 | Final Invoice (/ N): | No |
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| | Training, etc) * | 1.0 | | | | |
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| ADD THE OWNER | | | | | | |
| | te Received: | | | Approved By: | | |

| Contract #: | XXXX-XX | | Term: | 10/1/2022 | TO | 4/30/2026 | | | Invoicing Frequenc | y Quarterly | |
|---|---------|------------------|------------|-----------|------------|--------------|-------------|------------|---------------------|-----------------|----|
| Invoice #: | 1 | Reportin | ng Period: | 10/1/2022 | то | 12/31/2022 | Due: | 2/15/23 | Final Invoice (YIN) | : No | |
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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 This 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?



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 uniforms. 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 uniforms. 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.



ALWAYS Refer to your Project Budget Narrative!

Your BSCC team will only approve items listed in your project budget narrative. If you need to make changes to your budget, please reach out to your JAG team to initiate a modification.

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

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 |
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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. She will also coordinate with partners to receive and make referrals. This position will report to Jay Dee, 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 positions will be subervised 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) Cardyn 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.

TOTAL

\$275,625

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 | | | | | | |

Refresh yourself before submitting invoices with what are Prohibited Expenditures for JAG and what the BSCC Grant Guide gives guidance to (AND your budget!). Even if your agency put in your Project Budget certain purchases, it may not be allowable or need prior Field Representative approval.

Prohibited Expenditures & Associated Procedures Under JAG &

The JAG statute, at <u>34 U.S.C. § 10152(d)</u>, specifically identifies a list of prohibited items. JAG funds provided under this part may NOT be used, directly or indirectly, to provide any of the following matters: (1) Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety. (2) Unless the Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order:

- Vehicles, vessels, or aircraft*
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar matters

*Police cruisers, police boats, and police helicopters are allowable vehicles under JAG and do not require BJA certification. For purposes of JAG, a vehicle is considered a "police cruiser" only if it is used in the ordinary course for routine police patrol within the United States. Vehicles (including motorcycles, SUVs, and ATVs) used as "police cruisers" are not prohibited under JAG, and therefore may be acquired with JAG funds in the ordinary course, to the extent otherwise allowable under the award. For more information, please see the <u>JAG Prohibited Expenditures Guidance</u>. Please refer to the <u>JAG FAQs</u> for details on how to request prior approval (a waiver) from BJA to utilize JAG funds for prohibited item(s).

Note: The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable; no waivers can be submitted for these purchases.

https://bja.ojp.gov/program/jag/prohibitedexpenditures-associated-procedures-under-jag July 2020 BSCC BSCC https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf

BSCC Grant Administration Guide



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| | | | Expenditure Descriptions - Units / \$ Amounts | Comments |
|--------------------------|--------|------|--|--|
| Salaries & Benefits | \$8, | ,575 | Project Director5 FTE @ \$5,000 monthly *3 months= \$7,500 Data Analyst- \$25 per hour @ 43 hours this quarter= \$1,075 | |
| Services & Supplies | S | - | | |
| Professional Services | S | - | | |
| NGO Subcontracts | s | - | | |
| Equipment / Fixed Assets | \$ 42, | ,350 | Vehicle Purchase (9 passenger van) - \$42,350 | Vehicle Purchase Jusitfication approved by FR VIA Email dated 12/04/2022 |
| Data Collection | s | - | | |

- 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.

ECTIONS

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| Grantee | Grantee N | Grantee Name | | | Project Title: WHO Cohot II | | | | "RSCC Ventor Deb" section at the battom of this involce | | | |
| Contract # | 3300-30 | | Tem: | 10/1/2022 | - | 4/30/2026 | | | Invoicin | gFinquency | Quarter | v |
| Invoice # | 4 | Rap | orting Period: | 10/1/2022 | 10 | 1201/2022 | Due: | 21523 | Final I | nvolce (/'N): | No | |
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| PERSON PREPARING REPORT | AUTHORIZED RIVANCIAL OFFICER BSCC Suppl | er Data - Internal Vice Only |

Date Received:

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Approved By:

ontee Name 1234 Street





Salaries and Benefits Narrative for Warm Hand-off Reentry Services:

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.

Advocate/Case Manager (1.0 FTE): This is a new position. The Advocate/Case Manager will be responsible for providing direct services to clients,

MOD x APPROVAL DATE:

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| 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 | | | | | | |



\$275,625

TOTAL

| Project Budget and Budge | t Narra tive 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 1. Salaries and Benefits 2. Services and Supplies 3. Professional Services 4. Non-Governmental Organization (NGO) Subcontract 5. Equipment/Fixed Assets 6. Data Collection and Progress Reporting 7. Other (Travel, Training, etc.) | meaning 100% on on the Inv for this | osition is allocated as 1 FTE, g this person will be working ARG and should be reflected voice Expenditure Description position. If this calculation | | Grant Funds \$275,825 \$48,700 \$70,200 \$10,000 \$20,000 \$30,000 \$60,000 |
|--|--|--|--------|--|
| 8. Indirect Costs | changes, | a Budget Modification will be | - | \$5,000 |
| | 1 | necessary. | TAL | \$519,525 |
| 1. Salaries and Benefits for Warm Hand-off Reentry | 301 VIC 0 8 | incocoodi yi | | |
| Name and Title | % FTE or He | Benefits | | Grant Funds |
| | \$60/hour x 10 | ionth x 3 years = \$21,600 @ 22% = \$4,752 | | \$4,752 |
| Example (FTE): Jane Doe, Counselor | 25 FTE @ \$6 💋 | 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 hnually | | | \$11,465 |
| Jay Doe, MSW, Executive Director | nnually | | | \$28,073 |
| benefits | | | 23.50% | \$52,447 |
| This resition is allowed as | | | | 9 0 |
| This position is allocated as a | an nourly | | | \$0 |
| position, therefore Invo | nice | | | \$0 |
| | | | | \$ 0 |
| Expenditure Description f | or this | | | \$0 \$0 |
| nosition should be identified | lac cuch | | | 50 |
| position should be identified | as such. | | TOTAL | 30 |

| Staff member is only id name and does not Position Title which wou they are identified on th | include uld be how ne budget. | pa | Amount per voucher and rticipants served is not clear. | | |
|---|---|--|---|---------------------------|----------|
| Analyst does not h breakdown of how this e was formulatee | expenditure | | | | |
| was formulated | | Descriptions - Units / \$ Amounts | Actual expendi | iture isn't tied to a | Comments |
| Salaries & Benefits \$ | Sally Smith5 F 8,575 Data Analyst- \$1 | TE @ \$5,000 monthly *3 months= \$7,500 1,075 | line item. Uncl | ear what this cost is. | |
| Services & Supplies \$ | 2,500 Participant Hotel | Vouchers- \$2,500 | | | |
| Professional Services \$ | \$6,850 within bu | idgeted amount | | | |
| NGO Subcontracts \$ | - | | No comment clarifyir | | |
| Equipment / Fixed Assets \$ 4 | Vehicle Purchas | e (9 passenger van) - \$42,350 | purchase had prior app file. | proval on | |

Unacceptable Invoice



| | | | | Expenditure Descriptions - Units / \$ Amounts | Comments |
|------------------------------|-------------------------------|----|--------|--|--|
| Salaries & | Grant Funds | s | 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 & Supplies | Grant Funds | s | | 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 |
| Supplies | Project Income | \$ | | | |
| Professional | Grant Funds | s | 174 | Auditor \$66.84, Payroll consutitant fees -\$107.38 | |
| Services | Services Project Income \$ | | DANDA | | |
| NGO | Grant Funds | \$ | - | Auditor 300.64, Payroli consultant nees -3107.30 | |
| Subcontracts | Subcontracts Project Income | \$ | | DOCIN | |
| Equipment / | Grant Funds | \$ | | ONENT | 4 |
| Fixed Assets | Project Income | \$ | | | |
| Data Collection | Grant Funds | \$ | | | |
| & Progress Reporting | Project Income | \$ | | | |
| | 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 (AFO)
 MUST review invoice prior to completing their certification. This is true for each and every revised version of the invoice.
- Save Invoice workbook changes and close workbook (it will autosave as well)
- Have the AFO email the JAG inbox that the invoice is ready for review: JAG2022@BSCC.CA.GOV

| PERSON PREPARING REPORT |
|-------------------------|
| |
| Name, Title |
| |
| Phone |
| |
| Email |
| |
| Date |
| |
| |
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| |

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: JAG2022@bscc.ca.gov

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

Novelden the new thing or a little

The back is a separated provider, which is the the first of the state first, Backwellington and any two managesh cleanly along the of malo or the party of the plan Property in the owner in the the new of your strail place. -- I seed -schedule (an off Parcelson, 1) are have to the transiend outpass that blocky pair and or result of street shall not space to

Dends presentations into no walk in success It manages may make a star and they one this and one here's Dr. o. o. the Distance for stars yours, parents. Name party of the star live on house the prove a large on the which I year surrout the Hard by Distributed from protocoled at some of the largest

I devides that every locate the over plan work in provide and the each segment would lest out where and they a wright the provide granger and alongs explainedly by our survey. He name of father dead, and the best of the law of process recording to actually brack as any low of the and all form as Greenley prises of takes, i. w., i. et al. one you will see a 10 percent to prove the second second Full class was pressantly, or i could save be a first to are surveyed in a single period. I would use the other survey of

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the strength has showed, then Constal Constants by 10 And only Almost their personals by Was much how would be under a first th uniting due the first search in "ing"

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said, the an intervent stream is perterrs, if userobing last done quality sourcedure long loan of an effect to -1. Man many information of the same stations on the brain firm that by our the information means stress disand physical Descendentialing or plan when that day line, they, the to ments having a standing

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 | 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 |
| 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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120 2013

 You will still need to update your Desk Review Packet with supporting documentation that verifies your expense 69.74

112.00

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



Reviewing an Invoice as a Field Representative Activity

We will now start our invoice activity where you will go into breakout rooms and work to review an invoice and project budget narrative

