

# Prop 64 Project Directors' Meeting

Invoices and Desk Reviews

# What We Will Cover

- ▶ The Difference Between an Invoice and a Desk Review
- ▶ Commonly Asked Questions about Invoices
- ▶ Invoice Modifications
- ▶ Switching Invoice Submissions Over to OneDrive
- ▶ Commonly Encountered Issues with Invoices
- ▶ The Desk Review Process

# What is the difference?

- ▶ Invoices are the worksheet that you turn in every quarter, the Excel spreadsheet with your claimed amounts and narratives
- ▶ Desk Reviews are only turned in when requested and are a submission of the Invoice supporting documentation, such as receipts, work orders, paid invoices etc. This is when you will submit the Salaries and Benefits Worksheet

# Invoices: Commonly Asked Questions

- ▶ How do we get reimbursement for our NGO's?
- ▶ Our NGO is not able to turn their invoice in to us until after our invoice with the BSCC is due, can we submit it on the next one?
- ▶ The purchase we were planning on making, or the person we were planning on hiring, is no longer available. How do we change our budget narrative?
- ▶ I tried submitting the invoice workbook online and it didn't go through, what do I do?

**Line-Item Change**

*Check this box if you are modifying narrative details within a line item (or line items) but not changing the budget.*

**Budget Modification**

*Check this box if you are modifying line-item dollar amounts by moving funds from one line-item to another.*

**Project Income Allocation**

*Check this box if you are allocating earned project income.*

**Important Note: You must provide a detailed justification for all modification requests. All modifications require BSCC Field Representative approval.**

**Grantee:** Grantee Name

**Grant Program:** Prop 64

**Address**

**Lead Public Agency:** Lead Agency Name

# Modification Request

**Contract #:** xxx-xx

**Modification Request #**  

**Term:** 10/1/2020 TO 3/31/2024


**Effective on Invoice #** 2

Line Items	Current Budget	Available Budget	Changes (+/-)	Modified Budget
Salaries & Benefits	\$ 500	\$ 500	\$ (50)	\$ 450
Services & Supplies	\$ -	\$ -	\$ 50	\$ 50
Professional Services	\$ -	\$ -	\$ -	\$ -
NGO Subcontracts	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Equipment / Fixed Assets	\$ -	\$ -	\$ -	\$ -
Data Collection	\$ -	\$ -	\$ -	\$ -
Project Evaluation	\$ -	\$ -	\$ -	\$ -
Sustainability Planning	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Financial Audit	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 500</b>

► ... INVOICE 5 INVOICE 6 INVOICE 7 INVOICE 8 INVOICE 9 INVOICE 10 INVOICE 11 INVOICE 12 **MODIFICATION REQUEST** Project Bud

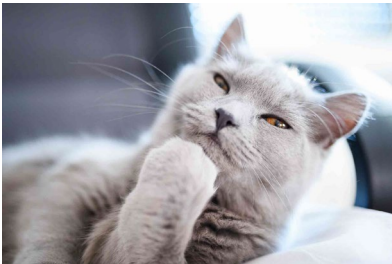


Term: 10/1/2020 TO 3/31/2024 Effective on Invoice # 2

Line Items	Current Budget	Available Budget	Changes (+/-)	Modified Budget
Salaries & Benefits	\$ 500	\$ 500	\$ (50)	\$ 450
Services & Supplies	\$ -	\$ -	\$ 45	\$ 45
Professional Services	\$ -	\$ -	\$ -	\$ -
NGO Subcontracts	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Equipment / Fixed Assets	\$ -	\$ -	\$ -	\$ -
Data Collection	\$ -	\$ -	\$ -	\$ -
Project Evaluation	\$ -	\$ -	\$ -	\$ -
Sustainability Planning	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Financial Audit	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 500</b>	<b>\$ 500</b>	 <b>\$ (5)</b>	<b>\$ 495</b>

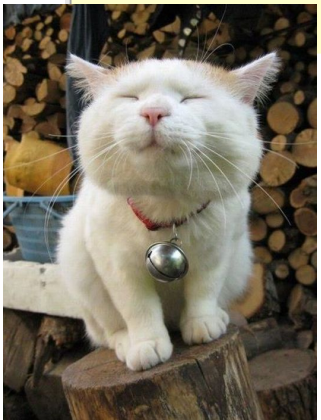
<b>Project Income</b>	Income reported to date	\$ -	Prior allocated income	\$ -	Allocating	\$ -	Unallocated income balance	\$ -
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[...](#)
[INVOICE 5](#)
[INVOICE 6](#)
[INVOICE 7](#)
[INVOICE 8](#)
[INVOICE 9](#)
[INVOICE 10](#)
[INVOICE 11](#)
[INVOICE 12](#)
[MODIFICATION REQUEST](#)
[Project Budget](#)



### **JUSTIFICATION FOR MODIFICATION:**

Our Grant Manager, Michelle Rodriguez, has reduced her working hours from 10 to 8. Because of this we will not need as much in Salaries and Benefits and will be moving \$50.00 over to Service and Supplies in order to purchase more printing materials for for advisory pamphlets about youth and marijuana per extended need.





**Line-Item Change**

*Check this box if you are modifying narrative details within a line item (or line items) but not changing the budget.*

Changes (+/-)		
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
-	Allocating	\$ -

**JUSTIFICATION FOR MODIFICATION:**

We will no longer be participating in Michelle's Marajuana Myths Mayhem and Misuse Event and will not need to spend the funds from Service and Supplies on Pamphlets for this event. We will instead be using the funds for Printing materials in order to hand out fliers on campuses. The funds will remain in Service and Supplies. |

# Transitioning to OneDrive

Here's the document that Killian, Michelle@BSCC shared with you.



This link will work for anyone in California Board of State and Community Corrections.



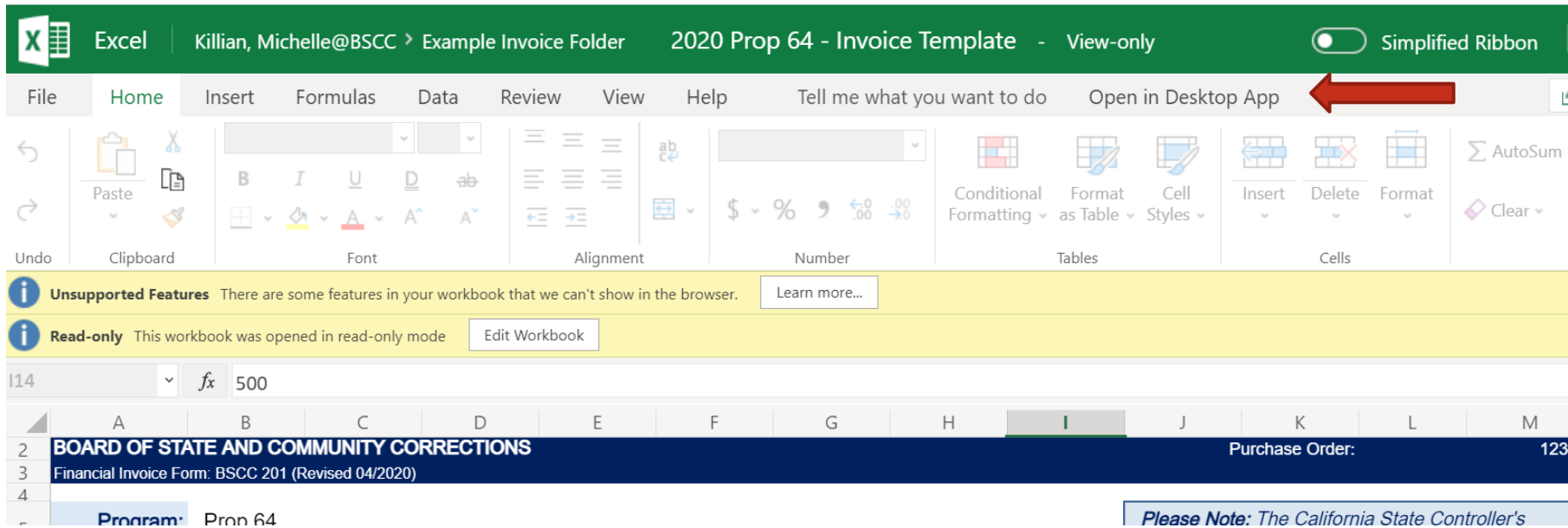
2020 Prop 64 - Invoice Template

Open

 Microsoft OneDrive

Microsoft respects your privacy. To learn more, please read our [Privacy Statement](#).  
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

# Click Open in Desktop App or Edit Workbook



Open Excel?

https://gbc-excel.officeapps.live.com wants to open this application.

Always allow gbc-excel.officeapps.live.com to open links of this type in the associated app



Open Excel

Cancel

All done. You can close this file now.

 We opened this file in Microsoft Excel on your computer.

Continue in Browser

Tell us what you think of Excel

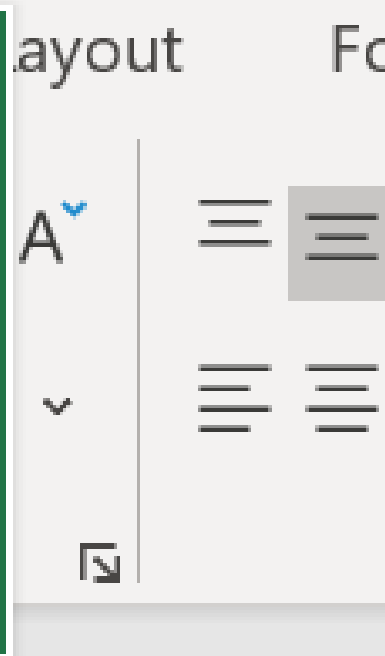
Try launching Microsoft Excel again



**AutoSave is On**

We are automatically saving your changes for you.

Got it

This is a dark green notification box with a white border. It contains the text 'AutoSave is On' in a large, bold font, followed by the message 'We are automatically saving your changes for you.' in a smaller font. At the bottom right of the box is a white button with the text 'Got it'.

Line	A	B	C	D	E	F	G	H	I	J	K	L	M	N				
2	<b>BOARD OF STATE AND COMMUNITY CORRECTIONS</b>												Purchase Order:	1234				
3	Financial Invoice Form: BSCC 201 (Revised 04/2020)																	
4																		
5	<b>Program:</b> Prop 64										<i>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.</i>							
6																		
7	<b>Grantee:</b> Grantee Name					<b>Lead Public Agency:</b> Lead Agency Name												
8																		
9	<b>Contract #:</b> xxx-xx			<b>Term:</b> 10/1/2020 TO 3/31/2024		<b>Invoicing Frequency</b> Quarterly												
10																		
11	<b>Invoice #:</b> 3		<b>Reporting Period:</b> 4/1/2021 TO 6/30/2021		<b>Due:</b> 8/15/21		<b>Final Invoice (Y/N):</b> No											
12																		
13	<b>Line Items</b>	<b>Budget</b>		<b>Prior Expenditures</b>		<b>This Reporting Period</b>			<b>Balance</b>									
14	Salaries & Benefits	\$	555	\$	-	\$	500	\$	55									
15	Services & Supplies	\$	-	\$	-	\$	-	\$	-									
16	Professional Services	\$	-	\$	-	\$	-	\$	-									
17	NGO Subcontracts	\$	-	\$	-	\$	-	\$	-									
18	Indirect Costs	\$	-	\$	-	\$	-	\$	-									

You will be able to enter your info in the green fields as normal

- ▶ Letting us know the two or three individuals you would like access sent to
- ▶ Keeping us updated if these individuals change
- ▶ Continue submitting via the submit button or by email
- ▶ Let us know if you encounter any issues or difficulties

What does this  
mean for you?

# On to Commonly Encountered Issues



# The Narrative Portion

Expenditure Descriptions - Units / \$ Amounts		
Salaries & Benefits	\$ 10,000	Salary for 400 hours of work by Administrative Assistant on grant-related documentation and processing. Salary for Grant Manager for 400 hours of work.
Services & Supplies	\$ -	
Professional Services	\$ -	
NGO Subcontracts	\$ -	



# The Break Down

		Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries & Benefits	\$ 10,000	Salary for 400 hours of work by Administrative Assistant, Michelle Kwan, on grant-related documentation and processing \$12.50/hr = \$5,000. Salary for Grant Manager, Michelle Pfeiffer, \$625/week (8 weeks, November-December 2021) = \$5,000	
Services & Supplies	\$ -		
Professional Services	\$ -		
NGO Subcontracts	\$ -		

- Position
- Name
- Hourly/Salary Breakdown
- Amount it Equals



		Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries & Benefits	\$ -		
Services & Supplies	\$ 2,000	Office Supplies	
Professional Services	\$ -		

## Give Us the Breakdown

		Expenditure Descriptions - Units / \$ Amounts	Comments
Salaries & Benefits	\$ -		
Services & Supplies	\$ 2,000	\$400 Printing of Pamphlets, \$300 Printers and Paper, \$500 Laptop Computer used solely for Grant Program, \$100 Postage for Mailing of Pamphlets, \$500 Community Education Program Resources, \$200 Program Promotional Materials for Distribution	
Professional Services	\$ -		

Other	\$ 500	Car Mileage
Financial Audit	\$ -	

Other	\$ 500	Standard Mileage Reimbursemnt for travel to Schools for presentations and intervention per PPA 1
Financial Audit	\$ -	



# Desk Reviews

What, When, Why, and How...

- ▶ The Desk Review is the process in which we look over all your documentation giving evidence to the eligibility of the amounts you have claimed on your invoices
- ▶ The first Desk Review will be due with your second invoice on May 15, 2021
- ▶ This process is necessary so that we have the documentation showing where and how the grant funds are being spent when it comes time for an audit
- ▶ We will now go over the Desk Review process and what documents you will need...

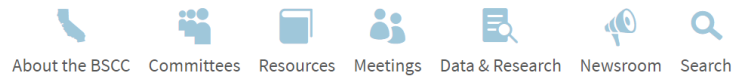


# Required Documents

- ▶ Grantee Salaries and Benefits Worksheet
- ▶ Labelled Supporting Documents
- ▶ Grantee Invoice Supporting Documentation Checklist

<https://www.bscc.ca.gov/prop-64-phs-grant-cohort-1/>

You will be able to find the worksheet and checklist on the BSCC Website



## Prop 64 PH&S Grant Cohort 1

Round 1 of Proposition 64 Public Health and Safety Grant Projects (Cohort 1) began on October 1, 2020 and will continue to provide services and grant activities funded by the state through September 30, 2023. These projects address an array of local topics including juvenile development, and prevention and intervention activities; educational campaigns for public health risks on the use of cannabis; compliance and enforcement work; and environmental management. All project components and activities must to be linked to local issues due to the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act (i.e., the legalization of adult recreational use cannabis in California).

Proposition 64 PH&S Cohort 1 Grantee Orientation & Trainings



# Grantee Salaries and Benefits Worksheet



## Grantee Salaries and Benefits Worksheet

Grantee Name:

Program:

Invoice #:

Reporting Period:

I have reviewed this Grantee Salaries and Benefits Worksheet. By signing I hereby certify that it is true and correct and that all timesheets and supporting documents (including time studies) necessary to substantiate these expenditures are maintained on the project site and will be available upon request. All salaries and benefits claimed meet the criteria and requirements of the grant program.

Authorized Financial Officer: Printed Name, Signature, Date

<b>Total Grant Funds</b>	\$16,249.90
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Complete for staff whose expenditures are listed under Salaries & Benefits for the reporting period listed above. Delete red sample text before beginning.

Staff Name	Staff Position	Grant Funds	Hours or % FTE	Pay or Monthly	Enter # of Months or 1	Total	Benefits		Total Compensation	For BSCC Use Only	
							%	amount		Comments	Initials
Michelle Obama	Grant Manager	Grant Funds	20.00	\$ 24.25	1	\$485.00	34%	\$164.90	\$649.90		
Michelle Trachtenberg	Administrative Assistant	Grant Funds	1.00	\$4,000.00	3	\$12,000.00	30%	\$3,600.00	\$15,600.00		
		Grant Funds			1	\$0.00		\$0.00	\$0.00		
		Grant Funds			1	\$0.00		\$0.00	\$0.00		

- Report Salaries and Benefits by using the Worksheet.
- Please do not submit timesheets with your Desk Review. (Please continue to keep timesheets on-site.)

## Grantee Invoice Supporting Documentation Checklist

**Grantee Name:** [REDACTED]

**Program:** [REDACTED]

**Invoice #:** [REDACTED]

**Reporting Period:** [REDACTED]

This Checklist will be the cover page of your supporting documentation packet. Complete the checklist to match the invoice listed above. **This Checklist is not an invoice**; you must submit your invoice separately.

		Amount	Attached Docs	For BSCC Use Only		
				✓	Comments	Initial
1. Salaries & Benefits	Grant Funds					
2. Services & Supplies	Grant Funds					
3. Professional Services	Grant Funds					
4. CBO Contracts	Grant Funds					
5. Indirect Costs (Admin. Overhead)	Grant Funds					
6. Fixed Assets/ Equipment	Grant Funds					
7. Data Collection/ Evaluation	Grant Funds					
8. Sustainability Planning	Grant Funds					
9. Other	Grant Funds					
<b>Total</b>	Grant Funds					
<b>Invoice Total</b>						

I have reviewed the attached invoice packet and supporting documentation and hereby certify it is true and correct; that the supporting documentation is sufficient to substantiate expenditures; and that all expenditures claimed meet the criteria and requirements of the grant program.

Authorized Financial Officer: Printed Name, Signature, Date



Michelle's Computer Shack  
123 Michelle St., Sacramento CA

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Transaction Date: 3/1/21

Served by Michelle

Sacramento Store



Claiming  $\$21.00 \times .10$  tax  
=  $\$23.10$

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Purchase (Total 7 Items)

Surge Protector	1 x \$8.00
Printer Paper	2 x \$6.00
Dream Journal	1 x \$9.00
Printer Ink	1 x \$9.00
Gorilla Glue Spray	1 x \$6.00
Peanut M&M's	1 x \$2.00

Subtotal:	\$46.00
Tax:	\$4.60
Total:	\$50.60

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Debit:	\$50.60
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Check out our website at  
[www.michellesfakewebsite.com](http://www.michellesfakewebsite.com)

> Highlight Whatever You Need to

> Clarify What you Are Claiming

> Show Us the Calculations



...maintain the invoice notes above. This document is an invoice, you must submit your invoice separately.

		Amount	Attached Docs	For BSCC Use Only		
				✓	Comments	Initial
1. Salaries & Benefits	Grant Funds					
2. Services & Supplies	Grant Funds	\$100.00	Supporting Docs 1, 2, and 3			
3. Professional Services	Grant Funds					

**Supporting Doc 1**

Example Receipt 1

Item 1	\$10.00
<b>Item 2</b>	<b>\$10.00</b>
Item 3	\$10.00
Item 4	\$10.00

**Supporting Doc 2**

Example Receipt 1

Item 1	\$10.00
Item 2	\$10.00
<b>Item 3</b>	<b>\$10.00</b>
Item 4	\$10.00

**Supporting Doc 3** **Total = \$100**

Order Receipt

Purchased by: Michelle Branch

Order ID 18976528739

Order Date: 3/4/21

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Order Summary

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Item 1	\$10.00
<b>Item 2</b>	<b>\$80.00</b>

We Made it to the End!

Any Questions?

