



21ST CENTURY COMMUNITY LEARNING CENTER PROGRAM REIMBURSEMENT HIGHLIGHTS

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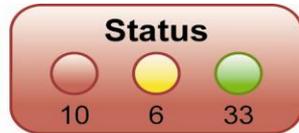
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August 24, 2010

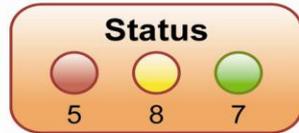
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"We will lead the nation in improving student achievement."

GaDOE STRATEGIC GOALS

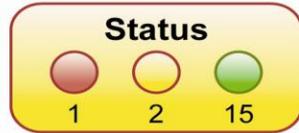
Goal 1 Increase high school graduation rate, decrease drop out rate, and increase post-secondary enrollment rate.



Goal 2 Strengthen teacher quality, recruitment, and retention.



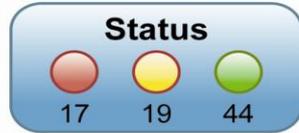
Goal 3 Improve workforce readiness skills.



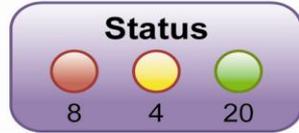
Goal 4 Develop strong education leaders, particularly at the building level.



Goal 5 Improve the SAT, ACT, and the achievement scores of Georgia students.



Goal 6 Make polices that ensure maximum academic and financial accountability.



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REIMBURSEMENTS

- Cost principles: basic guidelines
- OMB Circular A-87 Attachment B – Selected Items of Costs
- Unallowable expenses, examples:
 - Entertainment
 - Non-educational field trips
 - Field-trips during school hours
 - Telephone data plans
 - Incentives, tips
 - Advertising
 - Snacks
 - Meals

COMPONENTS OF THE REQUEST

General requests:

- Invoice from provider, including shipping receipt
- Proof of payment
Cancelled check, bank statement, general ledger
- Proof of Authority to purchase
Purchase Order, Check Request
- Other supporting documentation, as needed
Examples: Field trip – lesson plans, student essays, surveys

COMPONENTS OF THE REQUEST *(CONT.)*

Salaries:

Teachers and Paraprofessionals

- Detail report from account system
 - 21st CCLC employees names
 - **NO** social security numbers
 - Hours worked
 - Check numbers and amounts
 - Calculations should be easily traced (adding machine tape, for example)

COMPONENTS OF THE REQUEST *(CONT.)*

Contractors:

- Invoices stating what was provided, when, and all costs broken down as detailed as possible
- Cancelled checks or proof of payment
- Other documents may be requested

All contractors will be verified through the Secretary of State office

COST LINE ITEMS - INPUT DIRECTLY INTO GAORS

- Instead of Reimbursement Coversheets, the GAORS ‘entry page’ will be used to track expenditures
- Enter the applicable grant year, function code and object codes respectively
 - Example: select 2009 (year of grant origin) under Fiscal Year, 1000 for Instruction under Function Code, then 110 for Certified Teacher under ‘Object Code’
 - Keep your budget handy to ensure proper placement of expenses
- Group all common expenses
 - Example: Do not enter 1 line for each Certified Teacher; group their pay by school
 - Separate according to budget: Enter all 1000-110 expenses for 1 school per line
- Attach supporting documentation
 - Example: attach payroll distribution report to support the payroll reimbursement
- Suggestion: Organize your items PRIOR to entering reimbursement data into GAORS

COST LINE ITEMS - INPUT DIRECTLY INTO GAORS



Site Navigation

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Title I

View System Invoices
Online Help
Signoff Century Invoices

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Account Information
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Help - Dtticket

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Grants Accounting

Programs Invoice Attachments Audit

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Grant Details

Status: Approved
Fiscal Year: 2010
System: [REDACTED]
Grant: Title IV-B, 21st Century Community Learning Centers (CFDA# 84.287) [REDACTED]
Grant Period: 7/1/2009 through 9/30/2010
Request of Fund for Period: 06/2010
Local id: [REDACTED]
State Project Number: [REDACTED]
LEA Fund Code: [REDACTED]
LEA Program Code: [REDACTED]
Approved Budget: [REDACTED]
Funds Received: [REDACTED]
GSFC Approved Amount: \$31,632.67
Bond Series: 2010CLC

Invoice List

Invoice No.	Vendor Name	Date Received	Invoice Total	Other Sources	Amount Reimbursed	Function Code	Object Code	Year	Approved Amount	GSFC Comments	Att
444	[REDACTED]	06/08/2010	\$158.70	\$0.00	\$158.70				\$158.70		
429	[REDACTED]	05/07/2010	\$1,607.00	\$0.00	\$1,607.00				\$1,607.00		
may 1	[REDACTED]	05/27/2010	\$403.00	\$0.00	\$403.00				\$403.00		
june 2	[REDACTED]	06/24/2010	\$930.00	\$0.00	\$930.00				\$930.00		
441	[REDACTED]	06/24/2010	\$864.00	\$0.00	\$864.00				\$864.00		
443	[REDACTED]	06/30/2010	\$750.00	\$0.00	\$750.00				\$750.00		
437	[REDACTED]	06/09/2010	\$73.86	\$0.00	\$73.86				\$73.86		
june	[REDACTED]	06/30/2010	\$18,668.85	\$0.00	\$18,668.85				\$18,668.85		
440	[REDACTED]	06/02/2010	\$4,259.59	\$0.00	\$4,259.59				\$4,259.59		
439	[REDACTED]	06/10/2010	\$591.00	\$0.00	\$591.00				\$591.00		
438	[REDACTED]	06/10/2010	\$828.77	\$0.00	\$828.77				\$828.77		
435	[REDACTED]	06/10/2010	\$52.90	\$0.00	\$52.90				\$52.90		
436	[REDACTED]	06/10/2010	\$735.00	\$0.00	\$735.00				\$735.00		
fieldript	[REDACTED]	06/11/2010	\$397.50	\$0.00	\$397.50				\$397.50		
june	[REDACTED]	06/11/2010	\$1,039.50	\$0.00	\$1,039.50				\$1,039.50		
may 2	[REDACTED]	06/11/2010	\$273.00	\$0.00	\$273.00				\$273.00		

COMMUNICATION

- **GAORS Helpdesk**
 - Automated notification email with brief description
- **Budget Analysts**
 - Email with list of concerns
 - Telephone call for clarification
 - Technical assistance

TIMELINE

- Must be submitted on a **monthly** basis

If multiple requests are submitted, only the current month's will be processed. The other requests will be considered late and processed only after all sub-grantees' requests for the current month have been processed

- Assurances ensure consequences for continued late submissions; potential to be placed in High Risk status
- Must be submitted by the 15th of each month
- 21st CCLC has 21 days to review each submission
- Credit to bank account via direct deposit on Thursdays
- End of State fiscal year processing downtime (June 30th)
- Unforeseen circumstances – TBD

VERIFICATION PROCESS

Entered Data
Monitoring Findings
Approval

VERIFICATION PROCESS (*CONT.*)

- **Data**

All data must be entered into CAYEN Data Management System (APLUS)

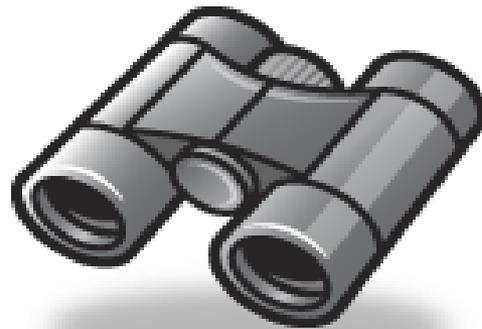
- **CAYEN** will be an area of increased scrutiny this year.

- Recommend maintaining at least weekly
- Prior month's attendance must be entered by 10th of the next month
- Reimbursements will be compared to the CAYEN data for accuracy, and therefore must be correct in order for full reimbursement to be received.
- Enter attendance for ALL activities, including Family Involvement activities and Field Trips

Objectives, Registration, Attendance (12 hours minimum weekly contact time), Grades, State Assessment, and Certification

VERIFICATION PROCESS (*CONT.*)

- Monitoring
 - Must be in compliance with all federal statutory requirements and guidance
 - All findings received during the monitoring process must be corrected prior to continuing reimbursements



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COMMON REASONS WHY INVOICES GET REJECTED

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GENERAL REASONS

- Costs do not meet the basic guidelines of the cost principles: necessary, reasonable, allocable, allowable
- Costs do not meet federal, state and local rules and regulations
- Required documentation missing or incomplete: Reimbursement cover sheet, invoice, PO, proof of payment, proof of receipt of goods/services
- Supporting documents missing or incomplete
- Cayen (e.g. attendance) data missing or incomplete (does not match invoice)

GENERAL REASONS (CONT'D.)

- GAORS entry page and invoice/receipt data do not match or reconciliation data missing
- Corrections - endorsement signatures missing
- Pre-payments (unallowable)
- (Material) un-budgeted costs
- Invoice - 'Source' invoice document missing
- Invoice lacks adequate description - Nature of goods/service (especially important for contractual services), site, exact dates of service, no. of students

GENERAL REASONS (*CONT'D.*)

- Compensation:
 - Supporting document(s), e.g. Earnings Register Detail/ Payroll Summary, and time sheet data must match
 - Clear annotation to facilitate cross-matching of data
 - Calculation of work hours clear and accurate
 - Work hours, rate of pay, benefits - different than budgeted
 - Correction on time sheets lack endorsement signature(s)
 - Reconciling items not clearly indicated or explained

TIPS TO ASSIST YOUR REIMBURSEMENT PROCESS

- Clear and detailed description on all documents – POs, invoices (advise vendor, if needed)
- Utilize Invoice Concerns Document for providing feedback to invoice observations
- Annotate the invoice, salary related documents to facilitate easy review of costs
- Implement time sheets with pre-printed dates
- Round-up time-in/time-out (check your organization’s policy manual)



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