

Council for Women & Youth Involvement

Enterprise Business System (EBS) Expense Report Training

*1:00 pm – 2:00 pm
November 16, 2022*



Training Agenda



EXPENSE REPORT LIVE
DEMONSTRATION



EXPENSE REPORT
GUIDANCE



Program Updates



State Grant Budget and Contract Updates



Grant Management System Updates



FVPSA Sexual Assault Updates



CFWYI Staffing Updates



Council for Women & Youth Involvement

Enterprise Business System (EBS) Expense Report Demonstration



Expense Report Reminders



Reports are due the 15th of each month, unless the 15th falls on a holiday or Sunday, then the report is due the next business day



For all grants through CFWYI, expense reports should be submitted via the online grants management system



Notify Grant Administrators via email if a report is going to be late.



Matching Funds – DV, SA, and FVPSA Core grants require a 20% non-federal match.



Upload supporting Documents/Receipts



Expense Reports



Reporting provides accountability of all grant funds



Every cost should be reasonable and allowable



Every cost should be associated with the scope of work



Every cost should be documented



Waste, fraud, or abuse of funds create significant risks



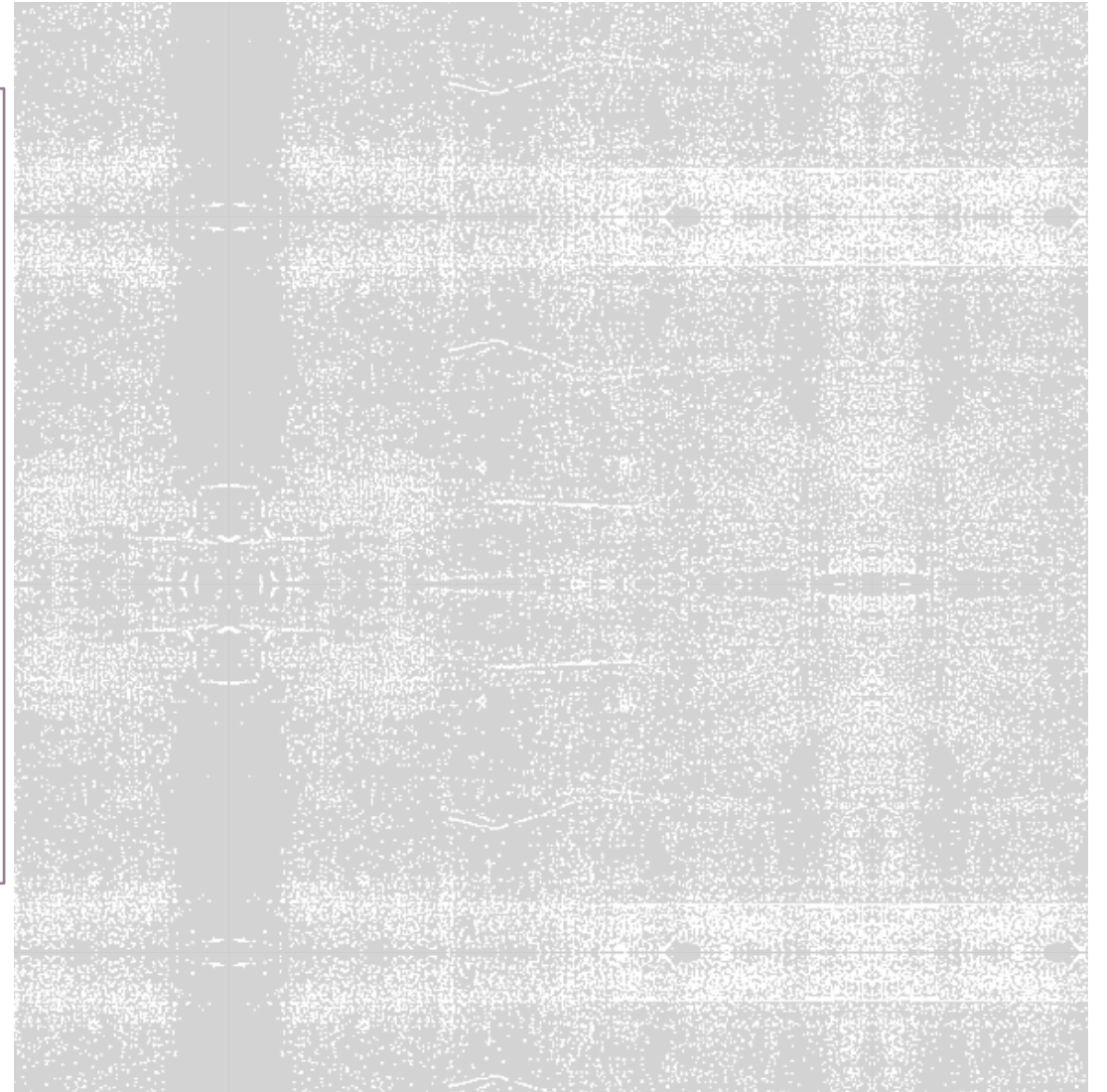
Supporting Documentation

- All files are subject to public records.
- Always redact personally identifiable information.
- Accountability and transparency include supporting documentation of expenses.
- You must submit documentation that supports the expenses.
- Credible documentation includes receipts, invoices or credit card statements.
- Uploaded using the selected drop-down.
- All documents are named using the following:
(Month of Report_Document type_Agency Name)

Supporting Documentation Overview

Drop-Down Menu

- Salaries/Fringe Benefits
- Office Supplies
- Program/Client Supplies
- Travel – staff travel
- Equipment
- Miscellaneous (postage, advertisement..etc)
- Subcontracts/Contractual
- Match Verification
- Other



Program/Admin Costs

- If the person is contributing to you completing the goals and objectives within your grant, then they are considered Programmatic costs (social workers, advocates, peer support group leaders, case managers...etc).
- If the person is contributing to the overall general management, oversight, coordination, evaluation and reporting on eligible activities, they are considered Administrative costs (executive directors, bookkeepers, financial services...etc).
- Note, some staff members may have their time split between programmatic and administrative.

Program Versus Administrative Costs

Salary

- Time Sheets
 - Employee time sheets should show accounting of time spent on the grant claimed.
 - Names/titles should match what is listed on the budget and expense claimed.
 - The time sheet should be signed and dated.
 - Pay stub.
 - Payroll ledger.
 - (August22_SA Coordinator_CFWYI)

*****Safeguard all personal identifiable information**

*****Employee names are not considered personal identifiable information**

Salary and Benefits Supporting Documentation

Personnel Allowable Costs Reminders

- **Bonuses:**
 - Bonuses must be pre-approved by your grants manager via your current approved budget within the grants management system and should be reflective of the percentage of time worked on the grant.
 - **Employee Pay Increases:**
 - Agencies should have a policy on pay increases. Increases should be built into the initial budget. Increases are allowed within the middle of the contract cycle via the following:
 - Legislatively approved
 - Promotions
- ***Safeguard all personal identifiable information**
- ***Employee names are not considered personal identifiable information**

Personnel Allowable Costs

Rent, Utilities & Communications

- Agency must submit a lease agreement or proof of ownership for any rent expense claimed. This can be submitted and approved with budget.
- The bill for rent, utilities, and communication must be in the “Program’s” Name and match the address on the lease agreement.
- You must show proof of payment with a copy of the cancelled check or bank statement.
- If you use a bank statement...please highlight the purchase.
- Please indicate the amount or percentage billed to the grant if splitting across multiple funding.
- August 22_Miscelanous_CFWYI)

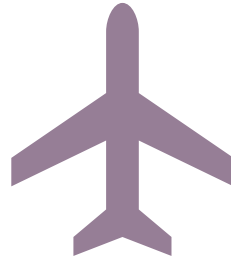
Agency Expenses Supporting Documentation

Training, Conferences, and Workshops

- Agencies must obtain prior approval for out of state travel from their grants manager. Request should include the training, conference or workshop agenda, as well as estimated total travel costs.
- Agencies should submit final agenda, along with all travel supporting documentation with their expense reports.

Agency Training Supporting Documentation

Agency Travel Expenses Supporting Documentation



Must provide signed and dated travel log.

Location, dates/time frame of travel.

Travel log that shows total miles traveled (to and from should be separate lines).

Prior approval needed for out of state travel.



Client Assistance Supporting Documentation

Client Assistance

- Must provide proof of payment with receipts, copy checks, and/or highlighted bank statement.
- A copy of the lease agreement if paying rent (or detailed receipt from rental agency).
- **Client services form for multiple services – Best Practice!**

******Do not include names of survivors or children, always use an internal client identifier for submission.***



Grant funds used to hosts or conduct a “Training”

Grant funds used for any form of “Training” may prompt a request for supporting documentation.

- **You do not have to submit the following items below but be sure to have the following on file for access**
 - Sign in Sheets with Name, Date, Time and Location of training or group.
 - Printed names and Signatures of attendees should be on file for trainings.
 - Include the Sign in time and Sign out time for attendees. These are standard for trainings that are offering continuing education credits.
 - Training evaluations – should have a clear measurement scale, should measure knowledge gained about each training objective, how useful or relevant it is to the work



Grant funds used for any form of “Peer Support Groups”

Things to keep in mind for “Peer Support Groups” (including ongoing teen prevention education groups) costs:

- Things to keep in mind for “Peer Support Groups” (including ongoing teen prevention education groups) costs:
- Date and time of the groups + Name of facilitator (if not a survivor)
- List of topics that may be covered in group
- How many attended – no names, no sign in sheet
- ***Do not include names of survivors or children without written consent on any documents submitted to the state. You can always use initials instead of names or be willing to redact any PII on any forms sent to the state.***



Grant Funds Gift Cards

Gift Card Management

- Agencies should have a policy on managing gift cards, including tracking and distribution.
- Agencies should submit receipt showing number of cards purchased and the amount.
- Agencies should track each gift card distributed to their clients.
- Agencies must submit a tracking log of all gift cards distributed throughout the contract.
- Agencies must return unused gift cards unless they obtain permission from their grant administrator to keep undistributed gift cards.
- ******Do not include names of survivors or children without written consent on any documents submitted to the state. You can always use initials instead of names or be willing to redact any PII on any forms sent to the state.***



Grant Funds Matching Requirement

DV, SA, and FVPSA Core require a 20% non-federal match

- Agencies should report their progress towards their match requirement each month and submit the supporting documentation.
- All supporting documentation should be named using the following (Month_Matching Verification_Agency Name).
- ALL grant files are subject to public access.
- ******Do not include names of survivors or children without written consent on any documents submitted to the state. You can always use initials instead of names or be willing to redact any PII on any forms sent to the state.***



Council for Women and Youth Involvement Contact Lists

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QUESTIONS & ANSWERS



THANK YOU

