

21st CCLC Virtual Statewide Orientation & Technical Assistance Meeting

Day 1 LEA Breakout Session

*Overview of Financial Systems and Fiscal
Documentation*

Day 1 Breakout Session Agenda:

- LEA Breakout-Next Steps
 - Overview of Financial Systems
 - Fiscal Documentation

Federal Program Monitoring & Support Division

- Dr. LaTricia Townsend, Director
- Susan Brigman, Section Chief ~ Specialty Programs
- Katrina Blount, Fiscal Monitor
- Wendy Buck, Program Administrator
- Darren Hamilton, Program Administrator
- Monica Pask, Fiscal Analyst

Budget Approval – Allotment Allocation

- 2021 – 22: PRC 110 Budgets in BAAS/CCIP
 - LEAs – complete the electronic 208 budget form and submit in CCIP for approval first
 - Must submit initial budgets in your budget builder (LBAAS, LINQ) after paper copy (Form 208) has received approval
- Should not expend any funds that are not listed on an approved budget line item. Don't spend and then move the money....make amendment and then spend.
(*programmatic AND fiscal audit exception*)

Budget Approval – Allotment Allocation

- NEW Cohort 15s - Initial Budget reflects 1st installment (34%) amount as your allotment (Not full grant amount-budget will be denied)
- Second Installment (34%)-Complete amendment to add this amount to allotment
- Third installment (32%)-Complete amendment to add this amount to allotment which will equal your total award amount

FY22 Initial PRC 110 Budget (Cohort 15) (without Carryover)

Change Status of Current Budget: Received ▼

LEA	PRC	Budget Number	Rounding Option	Change To Plan	Indirect Cost
	110	0	No	No	

Fiscal Information			
	NCDPI Finance	LEA Budget	
Allotment Type:		LEA Allotment	
Allotment Amount:	\$0.00		\$136,000
Carryover Amount:	\$0.00		\$0.00
Allotment Plus Carryover:	\$0.00		\$136,000
Total Budgeted:			\$136,000
Total Remaining:	(\$136,000)		\$0.00

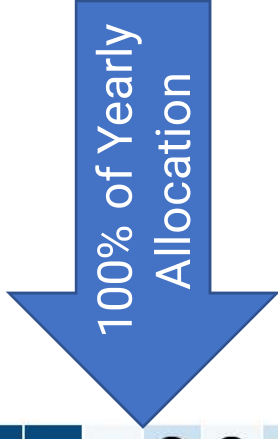
34% of Yearly Allocation

FY22 Initial PRC 110 Budget (Cohort 15) (without Carryover)

Change Status of Current Budget: Received ▼

LEA	PRC	Budget Number	Rounding Option	Change To Plan	Indirect Cost
	110	0	No	No	

Fiscal Information			NCDPI Finance	LEA Budget
Allotment Type:				LEA Allotment
Allotment Amount:			\$0.00	\$400,000.00
Carryover Amount:			\$0.00	\$0.00
Allotment Plus Carryover:			\$0.00	\$400,000.00
Total Budgeted:				\$400,000.00
Total Remaining:			(\$400,000.00)	\$0.00



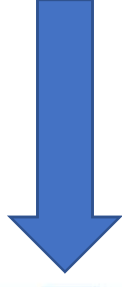
Posting PRC 110 Initial FY Budget in Subsequent Program Year (Cohort 13 and Cohort 14)

- After Budget Form 208 has been approved by NCDPI in CCIP, LEA can submit initial FY budget (LBAAS/LINQ/Budget Builder)
- Carryover amount will be initial budgets in Year 2 and 3 with 1st Installment (34%) as 1st amendment
- 2nd and 3rd Installments (34%/32%) will be amendments

FY22 Initial PRC 110 Budget (Cohort 13/14) (with Carryover Only)

LEA	PRC	Budget Number	Rounding Option	Change To Plan	Indirect Cost
600	110	1	No	No	3.24 %

Fiscal Information			NCDPI Finance	LEA Budget
Allotment Type:				LEA Allotment
Allotment Amount:			\$0.00	\$0.00
Carryover Amount:			\$0.00	\$79,394.26
Allotment Plus Carryover:			\$0.00	\$79,394.26
Total Budgeted:				\$79,394.26
Total Remaining:			(\$79,394.26)	\$0.00



Current Budget Status

This should already have been approved within BAAS in alignment with your submitted and approved Summer Carryover Budget template in CCIP

Tentative 2020-21 Allotments:

- 1st installment – October 2021
- 2nd installment – February 2022
- 3rd installment – April 2022

21st CCLC Grant and Reimbursement

- As a reminder, the 21st CCLC grant is a REIMBURSEMENT grant....therefore the grantee must incur the expense prior to requesting reimbursement in BAAS.
- For example: Transportation services must first be incurred before the subgrantee can submit for reimbursement of the expense in the BAAS system.

LEA Documentation Submission

- 21st CCLC LEA programs will be required to submit documentation of incurred expenses to DPI when a desk review is conducted.
- Notification of the request for documents will be communicated to the LEA in a timely manner.
- If an LEA does not submit documentation in a timely manner, this will become part of the organizations risk assessment to determine future program and fiscal reviews.
- NCDPI reserves the right to **randomly** review and access documentation at any time.
- NCDPI reserves the right to request all expense documentation to support the reimbursement request for monitoring purposes.

Documentation Required for Reimbursement

- 1) **Program's General Ledger / Account Summary**
 - a. Serves as your program's personal reconciliation worksheet that supports submitted request for reimbursement.
- 2) **Payroll Documentation**
 - a. Timesheets (Dates worked, Sign In/Out Times, Duties/Activities performed, Attestation Statement, & **Account Code** job title is classified under)
 - b. Pay Stubs serve as payment support & support all fringe benefits expensed (SS, Hospitalization Ins, & Unemployment Ins)
- 3) **Invoices**
 - a. Must match approved uploaded contracts for Vendor & Amount agreed upon
 - b. Contracted services to be provided to the 21st CCLC program must be on the letterhead of the entity providing the services.
- 4) **Receipts**
 - a. Must include proper dates, account code, and management initial for approval of purchase

Sample Account Summary / General Ledger

Accounts Payable Transactions for January 2021 - PRC 110 21st Century									
Fund	Program	Purpose	Object	Check / Dep#	Name	Transactions			
3	110	5350	411	104329	AMAZON.COM	\$4,391.82			
3	110	5350	411	104347	NC DEPARTMENT OF REVENUE	\$3.93			
3	110	5350	411	104353		\$70.14			
3	110	5350	411	104357		\$42.09			
3	110	5350	411	(blank)		(\$53.49)			
3	110	5350	411	411 Total		\$4,454.49			
3	110	5350	459	104353		\$92.87			
3	110	5350	459	104356		\$880.58			
3	110	5350	459	459 Total		\$973.45			
3	110	5350	459	5350 Total		\$5,427.94			
3	110	5350	459	Grand Total		\$5,427.94			
Accounts Payroll Transactions for January 2021 - PRC 110 21st Century									
Fund	Purpose	Object	Full Name	Total Gross	Net Pay	Account	Social Security	Retirement	Insurance
3	5350	198		\$464.70	\$365.36	3.5350.211	\$ 35.55	\$ 100.75	
				\$344.00	\$279.59		\$ 26.32		
				\$387.20	\$357.58		\$ 29.62		
				\$1,397.45	\$1,123.16		\$ 105.68		
				\$171.45	\$133.37		\$ 13.12	\$ 37.17	
				\$630.20	\$581.99		\$ 48.21		
				\$494.63	\$371.60		\$ 37.84	\$ 107.24	
				\$891.65	\$662.95		\$ 68.21		
				\$231.00	\$213.34		\$ 17.67		
				\$433.80	\$400.61		\$ 33.19		
				\$509.20	\$470.25		\$ 38.95		
				\$151.60	\$113.33		\$ 11.60	\$ 32.87	
				\$578.00	\$533.78		\$ 44.22		
				\$277.60	\$256.37		\$ 21.24		
				\$602.40	\$556.31		\$ 46.08		
				\$166.70	\$131.93		\$ 12.75	\$ 36.14	
				\$855.71	\$658.26		\$ 65.46	\$ 185.52	
				\$730.89	\$668.81		\$ 55.91	\$ 158.45	
				\$458.40	\$422.33		\$ 35.07		
				\$473.20	\$429.18		\$ 36.20		
				\$480.30	\$443.56		\$ 36.74		
				\$432.00	\$398.96		\$ 33.05		

Sample Time & Effort Sheet

Pay Stub / Direct Deposit Statement



Earnings Statement

Period Starting:	11/23/2020
Period Ending:	12/06/2020
Pay Date:	12/09/2020

Taxable Marital Status:
Exemptions/Allowances
Federal: ☐
State: ☐

Earnings	rate	hours/units	this period	year to date
Regular	15.0000	5.25	78.75	3200.00
Regular	25.0000	16.75	418.75	
Gross Pay			\$497.50	\$3,200.00

Statutory Deductions	this period	year to date
Federal Income	-2.06	10.18
Social Security	-30.84	198.40
Medicare	-7.21	46.40
North Carolina State Income	0.00	0.00
Net Pay	\$457.39	

5350, 110, 135 - Lead Teacher - \$418.45
5350, 110, 196 - Staff Development Pay - \$18.75

[REDACTED]

Staff Name: _____ Site: _____ Month: _____ Year: _____

[illegible]

Sample Timesheet (Continued)

Community Kids Staff Timesheet

GRAND TOTAL (MONTHLY): _____

I, _____, certify that I spent 100% of my time on the 21st CLIC attendance percentage for the month of _____, 2020, on 21st Century Activities.

Staff Signature

Date

I have reviewed all entries on this timesheet and approve that this staff member has spend 100% of their 21st CLIC attendance time for the month of _____, 2020, on 21st Century Activities.

Director Signature

Date

Invoice Documentation

Contracts require pre-approved
from your Program Administrator.



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The Professional Office Systems People
3103 LANDMARK ST
GREENVILLE, NC 27834-6950
P: 1-800-682-6558 F: 1-252-756-9597

5350-110-314
Printing & Binding Fees

CONTRACT INVOICE

Invoice Number: 507301
Invoice Date: 12/31/2020
Account Number: SN15
Balance Due: \$343.49

Bill To: [Redacted]
Customer: [Redacted]

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
SN15	30 Days	1/20/2021	\$343.49	\$343.49	
Invoice Remarks					
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CM63242		\$321.77		7/6/2020	7/5/2021
Contract Remarks					

Summary:

Contract base rate charge for the 11/6/2020 to 12/5/2020 billing period

Contract overage charge for the 11/6/2020 to 12/5/2020 overage period

*Sum of equipment base charges **See average details below

Detail:

Equipment included under this contract

\$279.00 *

\$42.77 **

\$321.77

CUSTOMER ACKNOWLEDGES RECEIPT OF
GOODS AND/OR SERVICES IN THE AMOUNT
OF THE TOTAL SHOWN HEREON AND AGREES
TO PERFORM THE OBLIGATIONS SET FORTH
BY THE CUSTOMER'S AGREEMENT WITH THE
ISSUER

Bills & Invoices must
only be accompanied
with Proof of Payment.

Sample Mileage Log

< Insert Program Name Here >

21st Century Community Learning Center

MILEAGE LOG

Driver Name: _____

Date	Vehicle Number	Purpose	Beginning Odometer	Ending Odometer	Total Miles Driven	Number of Passengers

Below Internal Use Only

Salary Computation			
Chart of Account Code (ERACA/BAAS):			
Rate Per Mile		Total Miles	Gross Amount (\$)

Processed by Bookkeeper: _____ Date: _____

Sample Documents

Feel free to take these and make them your own!

Time/Effort Sample



Payroll Summary



Mileage Log



**Sample Account Summary/
General Ledger**



Questions?