

# Bridges to Career Opportunities: Time & Effort Reporting

Social Innovation Fund

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# Today

- ▶ SIF Accounting Requirements
- ▶ Federal Guidelines on Time & Effort Reporting
- ▶ Recommendations for Timesheets
- ▶ Sample Timesheets

# SIF Accounting Requirements

The Grantee must establish accounting codes to distinguish between the three sources as follows:

1. For federal SIF funds provided by LISC;
2. For non-federal funds provided by LISC; and
3. For funds used to meet the Grantee match requirement.

# Federal Regulations - Timesheets

- ▶ 2 CFR 200.430 - Allowable Cost Principles
- ▶ OMB Circular A-133 - Audits

# Why so much attention to timesheets?

- ▶ Salaries are often largest part of budget
- ▶ Shows distribution of effort based on which projects have benefited
- ▶ Area of disallowed costs
- ▶ Time & Effort mentioned in the A-133

# Cost Allowability

- ▶ Reasonable
- ▶ Necessary for Program
- ▶ Adequately Documented
- ▶ Consistent with Organizational Policies
- ▶ GAAP
- ▶ Allocable

# General Standards for Timesheets

- ▶ After the fact preparation
- ▶ Completed by someone with “first hand knowledge” of the work
- ▶ Credible endorsement/signature

# General Standards for Timesheets

- ▶ Disclosure of full workload
- ▶ Reasonable estimate of time worked
- ▶ Timely completion and adjustment



# Non-Profit Standards for Timesheets

- ▶ Budget estimates do not qualify
- ▶ Total activity
- ▶ Signed by employee
- ▶ Prepared at least monthly to correspond to one or more pay periods

# Recommended Practices

- ▶ Record on a daily or weekly basis
- ▶ Effort reporting is part of employee's job
- ▶ Reporting follows effort **not** availability of funds

# Common Problems

- ▶ Time is recorded based on budget
- ▶ Timesheet  $\neq$  General Ledger
- ▶ Timesheets not signed by employee & supervisor

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the page, framing the central white area.

# Sample Timesheets

## TRANSITIONAL HOUSING TIME SHEET

NAME: \_\_\_\_\_ Women's Community Development Org. PAY PERIOD \_\_\_\_\_ to \_\_\_\_\_

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	
DATE									Trainings attended: _____ _____
TIME IN									
TIME OUT									
Personal Time									Total Hours WORKED: _____
Total Hours Worked									Total Hours Paid for: _____
TH Program									Holiday Hours Taken: _____
Sheila's Place									Vacation Hours Taken: _____
CDBG Transitional Housing Program									Sick Hours Taken: _____
Other Program									Funeral Leave: _____
<b>TOTAL HOURS</b>									CDBG Holiday: _____
Accounting Distribution:									CDBG Vacation: _____
11 (womens) _____ 51 (Sheila's) _____									CDBG Sick: _____

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVAL PROGRAM: \_\_\_\_\_  
ADMIN: \_\_\_\_\_

# SAMPLE TIMESHEET

**Employee Name:**

**Period Ending:**

**Division/Department Name:**

Day		(Non-Exempt/ Hourly Only)		Hours							Funding Sources							Total	
				Reg	OT	Holiday	Vac	Sick	Pers.	Misc.	Funding Source Name	Funding Source Name	Funding Source Name	Funding Source Name	Funding Source Name	Funding Source Name			
											0112-16 34526	0112-16 34526	0110-96 07-37892	9856-06 331366	2256-07 335366				
1	16																		
2	17																		
3	18																		
	31																		
<b>Totals:</b>																			
<b>Payroll Use Only:</b>																			
<b>Employee signature:</b>										<b>Supervisor signature:</b>									
<b>Date:</b>										<b>Date:</b>									
<b>Title:</b>																			

Employee Name	Account Number	Project Code	Project Name	%	1	2	3	4	Total
John Smith	01-40xx-xxxx-X00			100.0%					170.0
John Smith	01-40xx-xxxx-X00			0.0%					-
John Smith	01-40xx-xxxx-X00			0.0%					-
John Smith	01-40xx-xxxx-X00			0.0%					-
John Smith	01-40xx-xxxx-X00			0.0%					-
John Smith	01-40xx-xxxx-X00			0.0%					-
	<b>Subtotal</b>			<b>100.0%</b>					<b>170.0</b>
John Smith	01-4024-105X-X00	0FUS	Sick	0.0%					-
John Smith	01-4024-105X-X00	0FUS	Vacation	0.0%					-
John Smith	01-4024-105X-X00	0FUS	Other (Specify)	0.0%					-
	<b>Subtotal</b>			<b>0.0%</b>	-		-	-	-
Apply to Program	N/A	N/A	Holiday	0.0%					-
Apply to Program	N/A	N/A	Personal	0.0%					-
Apply to Program	N/A	N/A	Other	0.0%					10.5
	<b>Subtotal</b>			<b>0.0%</b>	-		-	-	<b>10.5</b>
	<b>Total</b>			<b>100.0%</b>					<b>180.5</b>

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Questions??