This webinar is being recorded.

Copies of the slides and the recording will be available on the Google site (tinyurl.com/liscfoc) within two weeks.

We will take questions at the end. Please write in questions into the chat box.

Please send any unanswered questions to your local program officer.
Agenda

- Timeline for the BCO grant
- Financial Reporting Process & Templates
- Expense Documentation
- Criminal Background Check Requirements
Timeline - Compliance

- **Grant Letters**
  - Will be sent via email by the end of January

- **Submissions to Your Local Program Officer**
  - All criminal background checks - January 22, 2016

- **Online Trainings**
  - Criminal History Checks - Due January 22, 2016
    - Two people from each organization must complete. This must be redone if the last review was more than a year ago

- **Reporting**
  - Expense reports will be due the 20th of every month and will cover the previous month
  - The first report will be due **March 20th, 2016**
Financial Reporting Process

- Report is prepared and submitted to local Program Officer (PO).
- PO reviews the report and other documentation and requests backup documentation as needed.
- PO submits report to initiate payment.
- Payment is sent.
Key Financial Reporting Dates

- Financial reports are due by the 20th of every month
- Once the report is approved by your PO and submitted to National LISC, it generally takes two weeks for payment to go out.
- If there are questions on the report, the amount of time may be extended.
Financial Report Template

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Grant PA#:</th>
<th>Prepared By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Grant Period:</td>
<td>Contact Person:</td>
</tr>
<tr>
<td></td>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Period Reporting On:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Description</th>
<th>Total Approved Budget</th>
<th>Total Previously Reported Expenses</th>
<th>Current Month’s Expenses</th>
<th>Cumulative Total Expenses</th>
<th>Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (Please include position title)</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Salary (Please include position title)</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Salary (Please include position title)</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Salary (Please include position title)</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Fringe/Benefits</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Consultants</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Supplies/Materials</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Program Implementation Costs</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Indirect Costs (if included in your budget)</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>
Additional Required Documentation

- Copies of:
  - Criminal background checks and NSOPR checks
  - Award letters for any match funds
  - Consultant agreements
Backup Documentation
Are timesheets being used?
Are they signed/approved by employee and supervisor?
Are payroll registers, cancelled checks or bank statements available?
Are invoices for fringe benefits charged available?
Do you have the full criminal background checks on file?
Backup - Consultants

- Do you have a documented competitive selection process?
- Is there a signed consultant agreement?
- Does the scope of work match the grant letter defined use of funds?
- Do you keep copies of consultant’s invoices?
- Is the consultant also a paid employee of the CDC?
- Do you have a copy of the SAM.gov check?
Backup - Travel

- Do you maintain ticket stubs, hotel invoices and/or training registration documents?
- Do you have a mileage log for local travel using the rate dictated by your travel policy?
- Do you maintain invoices and/or canceled checks?
- Are meal & lodging expenses reimbursed within your travel policy per diem?
- Are there unallowable bar & liquor charges in the bill?
Backup - Supplies & Materials

- Is there documentation of your selection process?
- Do you maintain invoices, canceled checks, or any other method of payment including credit cards and petty cash vouchers?
Backup - Program Incentives

- Do you maintain invoices, canceled checks, or any other method of payment including credit cards and petty cash vouchers?
- Do you maintain a log of the incentives given to participants?
### Sample Incentive Receipt Log

**CLIENT INCENTIVE (EX. BUS PASS) SIGN-OUT LOG**

<table>
<thead>
<tr>
<th>Organization name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Description:</td>
<td>Facilitator:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Name (Please print or type)</th>
<th>Item Received</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Common Problems

- **Salary**: No employee timesheets; timesheets are not signed or approved.
- **Consultant Fees**: No signed consultant agreement; consultant completed work outside the term of the agreement.
- **Procurement**: Competitive selection process not documented;
- **Recordkeeping**: No invoices or canceled checks; amounts on invoices differ to amounts on Financial Reports.
Background Checks

Prior to starting work:
1. Consent Form & Copy of Photo ID
2. NSOPR check must be completed
3. State Criminal Background Check must be initiated
4. FBI check must be initiated (if required)

**For all staff and direct-service consultants charged to Federal, non-Federal or Local Match**

**Please complete the online webinar at the CNCS website**
Questions?