

## BBBSA ONLINE REPORTING SITE REIMBURSEMENT WORKSHEET – JJ6

This worksheet will help you to prepare the information that you will need when creating or updating a reimbursement in the BBBSA Online Reporting Site. Step-by-step instructions for creating and/or updating a budget are provided in the webinar slides which you will receive a copy of after the training webinar.

Reference Number	Field Name	Description	
<b>1</b>	Date Range of reimbursement	Enter the date range for the reimbursement period. Reimbursements should be submitted based on monthly costs, so if you have more than one month to submit for, you should create separate reimbursements for each month.	
<b>2</b>	Total employee hours at affiliate during the month	Total number of hours worked by ALL employees at your organization	
<b>3</b>	Number of youth served during the month	<b>Beginning + New = Youth Served</b>  <b>Beginning</b> = active Matches made prior to the start of the reporting period. <b>New</b> = Matches made during the reporting period. <b>Youth Served</b> = all <i>Matches</i> that were active at any time during the reporting period.	
<b>4</b>	Number of youth served with grant funding during this month	How many youth (matches) did you serve during this month with JJS funds	

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## Personnel

Please have the following information available for each person that you plan to include in your reimbursement

Name	Title	5 - Hours this month	6 - Hours on grant	7 - Hourly Rate
(this will be auto-filled from your budget)	(this will be auto-filled from your budget)	Total hours worked by this person during the month	Total hours worked on JJ6 grant	This will be carried over from budget. It is either the hourly rate you entered for a hourly employee, or a calculated hourly rate for a salaried employee. YOU CAN CHANGE THIS IN THE REIMBURSEMENT IF IT IS INCORRECT OR HAS CHANGED.*
Example: Bill T.	Match Specialist	160	30	\$20
Example: Sally M.	Program Coordinator	160	80	19.18

\*Please provide a note for why the hourly rate has changed

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Once you enter the monthly benefit amounts for each employee and click on “update amounts”, the system will automatically calculate the total cost of benefits to be charged to the grant based on the percentage of time each staff member is dedicated to the grant

[illegible]

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## EXPENSE ITEMS BASED ON FTE AND TCS

NOTE: This system automatically calculates the FTE (full time effort) and TCS based on the information that you have provided on the first page. (in this system, TCS is called “% children served”)

- TCS is calculated based on # children served with grant funds per month divided by total children served by affiliate per month
- FTE is calculated based on Total grant hours/week divided by Total hours/week

You will only be able to request reimbursement for monthly expenses against line items included in your budget. In order to add a new expense line item, you must update your budget first.

Enter the requested information for each expense. Enter 0 if there was no expense made on that line item during that month.

You will need to attach a receipt for each expense unless you have done so previously (i.e. If you attached your lease in the budget, you do not need to attach monthly receipts for rent)

Line Times in your budget	Factor Value used	Monthly Amount	Receipt?
Example: Supplies	TCS	\$500	yes

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## Indirect Rate

As with the budget, the system will automatically calculate the indirect rate on each reimbursement.

Enter the monthly cost for each expense. Enter 0 if there were no expenses on this line item for the month.

You will need to attach a receipt for each expense unless you have done so previously

### If you are using the Indirect Rate:

Item Name	Category****	Monthly Rate	Receipt?
Example: Background Checks	Child Safety	100	Yes

## Attachments:

Please submit all attachments as PDFs

You must attach the following documents in order to submit a reimbursement.

- Payroll documentation
- Timesheets (please format as one PDF and upload as a single document)
- Documentation for employer paid benefits for employees on grant (if applicable)
- General Ledger

Your reimbursement will be sent back to you if:

- You include benefits for reimbursement but do not include documentation of benefits or include amounts deducted from employees pay
- You include expenses for reimbursements and do not include the appropriate detailed receipts

Developed by FirstPic, Inc. 11/7/2016

Please contact FirstPic, Inc. at 443-302-2080 with any questions

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Notes: