

Accounting Services Documentation

The cost of third-party accounting services may be reimbursed for the time worked on the grant. The accounting firm should provide the agency with an invoice for their full service, including a description of the service provided and the number hours specifically worked on the grant. The copy of the invoice submitted for reimbursement must show that it has been properly approved.

A copy of the agreement should be uploaded to the Budget

Please note that documentation for the selection of the third-party accounting services (e.g. 3 quotes) should be retained at the agency in the event of an audit.

Below is an example of an acceptable invoice submitted for reimbursement:

INVOICE			
<div>APPROVED</div> <div>DATE: _____</div> <div>INITIAL: _____</div>		<div>Date: 3/1/2020</div> <div>INVOICE # 100</div>	
		To	<div>Name</div> <div>Company Name</div> <div>Street Address</div> <div>City, ST ZIP Code</div> <div>Phone</div> <div>Customer ID ABC12345</div>
Salesperson	Job	Payment Terms	Due Date
		Due on receipt	
Qty	Description	Unit Price	Line Total
15 hours	General Agency Accounting hours through 2/15/20	\$30.00	\$450.00
3.5 hours	JJ8 Grant Accounting hours through 2/15/20	\$30.00	\$105.00
	<ul style="list-style-type: none">Enter journal entriesVerify timecards and payrollGather documentation for reimbursable expenses and fringe benefitsEnter calculations and upload documents into First Pic		
Subtotal			\$555.00
Sales Tax			
Total			\$555.00