

Title IV-E Stipend Program Fiscal Year 2017-2018 Quarterly Invoice Instructions

Introduction

Welcome to the FY 2017-18 Title IV-E Stipend Program invoicing process! We welcome all – new and continuing – to learn about both changes to and continuing procedures from past invoicing practices.

Each Excel workbook contains the following:

- A Budgets to Actual Spreadsheet (BASS sheet) with each program's budget filled in;
- A Quarterly Match Report (QMR) for EACH quarter of the fiscal year (for public schools ONLY);
- An invoice backup template for EACH quarter of the fiscal year.

In addition, links between the BASS sheet and related QMRs and Invoice Backup Templates have been embedded to pre-fill the other templates with data from the BASS sheet, with no need to retype each amount. We hope that this will reduce both typos and the amount of time required for post-award analysts to complete these tasks.

Process Changes from the Past:

- Each invoice must now include a financial system ledger that reflects all direct costs and monetary repayments, and exactly matches the Total Direct Costs amount on the three templates. In the past, we asked for ledgers for student support costs and monetary repayments only.
- The inclusion of 10% Indirect Costs (IDC) in each public school's budget means that schools will be reimbursed for 10% of its actual Modified Total Direct Costs invoiced each quarter.
 - Although, schools do not have to match this IDC, 10% IDC reimbursed means that each school's federally agreed upon Indirect Cost Rate will be reduced by the same 10%, which will reduce the amount of Indirect Costs (F&A) Foregone available to each school.
 - Therefore, schools may need to find other sources of match through either Direct Costs used as Match (not paid on the IV-E subaward) or Third Party Match.
- CalSWEC now requires that the BASS sheet for each quarter be submitted with the other templates and supporting documentation; this was optional in the past.

Continuing Processes:

- Post-award analysts must continue to compare student support costs ledger detail to a current CSIS report; any discrepancies between students paid and on the CSIS report must be explained.
 - Students who appear on the ledger but not the CSIS report may have dropped the program after being paid during the prior quarter – check with the PC.

- Students who appear on the CSIS report but not on the ledger may not have been paid during the past quarter – check with the PC.
- As always, make sure that students appearing on the ledger were paid appropriately according to their program status – full-time or part-time. For F/T students, this means stipend payments only; for P/T students, this means tuition/fees/books/travel to/from school or internship only.
- Match reported quarterly must be at least the amount required. If your school has multiple programs, then total match reported for ALL programs must equal at least the total required amount; if one program is deficient in match, over-matching in other program(s) can make up for the deficiency.

Guidelines for Using the Excel Workbooks:

- Amounts entered into the BASS sheet must exactly match the same data on the other templates; if data does not match, check the links to make sure they are correct.
- Do not change ANY embedded formulas in any of the three templates.
- Only enter information into the grayed-out cells on the BASS sheet, plus the few identified on QMR or Invoice Backup Template; other cells have embedded links and the information will flow forward from the BASS sheet and populate the data.

Instructions for Completing each Template

- Budgets to Actuals Spreadsheet (BASS Sheet):
 - Notice that the BASS sheet contains 6 sections: Budget, Q1 actuals, Q2 actuals, Q3 actuals, Q4 actuals, Total/Balance. Each quarter's totals will sum to the total/balance section automatically.
 - Fill in each grayed-out cell in the appropriate quarter's section on the BASS sheet. For personnel, remember to fill in the dollar amounts in the correct column, 75% FFP or 50% FFP.
 - Notice that Collection Activities has been moved to the Personnel section and is represented as an additional 50% FFP column. If your program has a Collection Activities budget, make sure to calculate dollar amount and FTE for each personnel line with a Collection Activities budget and include those calculations in the appropriate fields. Check your budget carefully for those personnel lines to which Collection Activities have been allocated.
 - Formulas for summing categories and calculating Total Direct Costs, Modified Total Direct Costs, Indirect Costs, and Total Reimbursable Costs, have been embedded in the template. Additional formulas to confirm the accuracy of some of these calculations have also been embedded as checks, and are marked as such.
 - Once completed, check that the amounts entered have pre-filled the appropriate sections of the invoicing quarter's QMR and Invoice Backup Template. You should see that the direct costs section of the QMR will be filled, along with almost all of the Invoice Backup Template.

➤ Quarterly Match Report (QMR):

- Notice that the Indirect Costs Foregone (first) section of the QMR has been pre-filled from the BASS sheet (including Match Required) at the bottom.
- Fill in the federally agreed upon Indirect Cost Rate for your school at the bottom left in the grayed-out box; this number will be used to calculate IDC (F&A) Foregone and Match Generated in the Direct Costs used for Match section, as needed.
 - IDC (F&A) Foregone will not automatically calculate if this rate is not entered in the template.
- The Adjusted Indirect Cost Rate will automatically calculate; this number will be used to calculate Indirect Costs (F&A) Foregone in the upper section of the QMR.
- The QMR will also calculate the amount of Indirect Cost Recovery.
- The second section – Direct Costs used for Match – has grayed-out cells. If the amount of Match Available in both 75% and 50% FFP categories is insufficient, you will need to find additional match sources to make up the deficit, either from Direct Costs used for Match, or Third Party Match. Your program’s August match letter lists available sources of additional match on it. You can calculate additional match from those named sources and include the type and amount in the appropriate grayed-out cells in the second section of the QMR.
- Once sufficient match has been generated, decide how you want to report the match. There are two (2) options:
 - Report exactly as much as is required in each FFP category, or
 - Report all available match
 - To some extent, this will be determined by your school’s match guidelines and policies.
 - Some schools require that all match generated be reported; other schools can “bank” match to be used during a future quarter when match available is insufficient.
 - Check with your contracts and grants office to determine which policy governs the Title IV-E contract.
- Type in the Match Reported in both categories in the grayed-out boxes in the match box at the bottom left of the QMR.
- The Match Reported amounts will pre-fill the relevant cells in the Invoice Backup Template.
- The QMR must be signed by a university official authorized to review and report match on behalf of the Title IV-E program.
 - This may be the post-award analyst, supervisor, or Principal Investigator.
 - Check with your contract and grants office if you are not sure who the authorized official is.

➤ Invoice Backup Template:

- Notice that nearly all Invoice Backup Template data has already been pre-filled for you from the BASS Sheet and QMR.
- In the upper section, you will need to complete ONLY the boxes for Students Enrolled and Paid in either or both F/T and P/T categories.

- In the lower section, you will need to complete the invoice preparer's name and contact information and the approver's name and title; the approver should then sign and date the Invoice Backup Template.
- Check to make sure that all three (3) templates match!

Invoices Must Include the Following:

- ✓ Budget to Actuals Spreadsheet
- ✓ Quarterly Match Report – signed and dated
- ✓ Invoice Backup Template – signed and dated
- ✓ Financial system ledger which direct expenses in all categories that matches the BASS sheet exactly.
- ✓ CSIS report that has been reviewed and approved for accuracy (signed) by the Project Coordinator
- ✓ Invoice Cover Sheet that contains the following:
 - Is printed on school letterhead paper
 - Remit address for stipend program reimbursements
 - Unique invoice number
 - Invoice date
 - Total amount to be reimbursed
 - Signed by an authorized official (to be determined by school)