



Reimbursement Process

Federal Grants JAG, SASP, Title II, VOCA, VAWA,
and RSTAT

Revised December 12, 2016

Submitting Reports

- » Beginning January 1, 2015 all grant payments for federal programs have been completed on a reimbursement basis only.
 - » The first reimbursement and documentation required will be for the October through December 2016 quarter that will be due on the last day of the month of January.
- | » Quarter | Due |
|---------------|-----------------------------|
| » Oct - Dec | last working day of January |
| » Jan – March | last working day of April |
| » April – Jun | last working day of July |
| » July – Sept | last working day of October |



Payment

- » Quarterly Cash Report – Submit by the 30th of the following month.
- » Monthly Cash Report – Submit by the 15th of the following month.
- » Keep in mind that the later in the month reports are submitted, the longer it might take to get paid.



Documentation

- » Reimbursement can not be made until all documentation has been reviewed and approved by the Crime Commission.
- » Documentation will need to be presented with a clear accounting trail so that the expenses can be clearly tracked in order for the reimbursement process to go smoothly.



Documentation

- » All agencies must scan the signed, original cash report/cash request along with the spreadsheet showing how expenses were calculated on the cash report.
- » The documentation must be a ledger that clearly documents all expenses and revenue by grant year and funding source and can be a summary from Quickbooks, or from the NIS system (state agencies), or accounting ledger that clearly documents expenses.
- » Keep in mind that all expenses must be approved budget items from the grant application.



Example Spreadsheet

crual Basis

Transaction Detail by Account September 1 through October 27, 2016

| Type | Date | Num | Name | Memo | Class | Debit |
|-------------------------------------|------------|-----------------|---------------------------------|--|-------|-----------------|
| Client Services | | | | | | |
| Contracts Incl Therapy | | | | | | |
| Bill | 09/01/2016 | M.K. 9.1.16 | Jolaine Edwards LIMHP Therapist | M.K. 8/31/16 | VOCA | 75.00 |
| Bill | 09/20/2016 | P.B. 9.20.16 | Psychological Healing Insights | P.B. 9/20/16 | VOCA | 75.00 |
| Bill | 09/20/2016 | G.C. 9.20.16 | Psychological Healing Insights | G.C. 9.20.16 | VOCA | 75.00 |
| Bill | 09/28/2016 | H.D. 9.28.16 | Jane Zimmerman, LMHP | H.D. 9/12/16, 9/19/16 | VOCA | 160.00 |
| Bill | 09/28/2016 | M.KI. 9.14.16 | Jolaine Edwards LIMHP Therapist | M. KI 9/14/16 | VOCA | 75.00 |
| Bill | 09/29/2016 | M.K. 9/22/16 | Jolaine Edwards LIMHP Therapist | M.K. 9/9/16--9/22/16 | VOCA | 225.00 |
| Bill | 09/29/2016 | B.K. 9.28.16 | Jolaine Edwards LIMHP Therapist | B.K 9/8/16-9/28/16 | VOCA | 225.00 |
| Bill | 09/30/2016 | A.W. 9.28.16 | Colgrove Counseling Center, LLC | A.W. 6/13/16 - 9/28/16 | VOCA | 450.00 |
| Total Contracts Incl Therapy | | | | | | 1,350.00 |
| Total Client Services | | | | | | 1,350.00 |
| Conference/Trainings | | | | | | |
| Bill | 09/15/2016 | Exp Rpt 9.15.16 | | fund of advocacy-C.O.-hotel (3 nights) | VOCA | 308.10 |
| Bill | 09/15/2016 | Exp Rpt 9.15.16 | | fund of advocacy-C.O.-lunch 9/15/16 | VOCA | 6.30 |
| Bill | 09/15/2016 | Exp Rpt 9.15.16 | | fund of advocacy-C.O. mileage | VOCA | 229.50 |
| Total Conference/Trainings | | | | | | 543.99 |
| Consumables | | | | | | |
| Group Supplies | | | | | | |
| Bill | 09/12/2016 | Hobby Lobby | Bank of Amer - 6525 S.G. | supplies- children's group | VOCA | 10.25 |
| Total Group Supplies | | | | | | 10.25 |
| Office | | | | | | |
| Bill | 09/14/2016 | 7061485-0 | Eakes Office Solutions | o/c supplies-check stock | VOCA | 88.08 |
| Bill | 09/15/2016 | 7071349-0 | Eakes Office Solutions | o/c supplies-folders | VOCA | 22.19 |
| Bill | 09/20/2016 | 7074851-0 | Eakes Office Solutions | o/c supplies-files | VOCA | 11.34 |
| Bill | 09/26/2016 | 7079151-0 | Eakes Office Solutions | o/c supplies-paper | VOCA | 9.72 |
| Total Office | | | | | | 131.33 |
| Total Consumables | | | | | | 141.58 |
| Equipment | | | | | | |
| Copier Lease / Usage | | | | | | |
| Bill | 09/28/2016 | 846664-0 | Office Net Inc. | copier usage | VOCA | 199.43 |
| Total Copier Lease / Usage | | | | | | 199.43 |

Documentation

Scan and email :

- » Signed original cash report/cash request
- » Spreadsheet
- » Documentation of expenses
- » Final cash report showing last payment was made and a zero balance on hand.



Personnel

- » Provide documentation of names and positions of the people paid by the grant, payroll records, time sheets for people paid by the grant with the signature of the employee and supervisor, and number of hours worked.
- » Provide Biannual certifications for positions that are 100% devoted and submit after the first two quarters and at the end of the grant period.
 - May be submitted on a pay period basis. Please see the provided example.
- » Supply the same documentation for any match funds.
- » If volunteer hours are used, time records will be required as well.



Consultants/Contracts

- » Provide documentation of the contract to include:
- » Copy of the contract and procurement process are to be sent with the initial request only.
- » Invoices submitted by the contractor and proof of payment.
- » Supply the same documentation for any match funds. >

Travel

- » Provide documentation including dates, mileage, destinations, purpose, signature of person traveling, and signature of supervisor.
- » Provide any receipts with the documentation to support the travel reimbursement.
 - Agenda, Invite letter, etc will be required for trainings & conferences
- » All receipts must be detailed copies and not credit card receipts that just show a total.
- » No alcohol can be on any receipts for reimbursement.
- » Supply the same documentation for any match funds.



Supplies/Operating

- » Provide documentation for expenses of phone bills, copy machine invoices, rent invoices, copy of lease, office supplies (ie. cartridges, paper, etc.) and receipts for miscellaneous.
- » Rent payments must have a copy of the lease sent with the initial request only and then invoices to support the monthly charges each quarter.
- » Copies of utility and phone bills should be the billing page as well as the breakdown of charges.
- » Supply the same documentation for any match funds.



Equipment

- » Provide documentation for all equipment purchased.
- » Documentation of the agency's equipment log maintained that identifies the purchase, date of purchase, vendor, cost, and location of item.
- » Equipment must have receipts included that clearly document the price paid.
- » Provide the procurement process used to negotiate the equipment cost with the initial request only.
- » Supply the same documentation for any match funds.



Other

- » Provide documentation for all expenses approved in the budget listed as other.
- » Examples are receipts, invoices, or cash logs.
- » Supply the same documentation for any match funds.



Scan

» Scan all information and send as one file to:

ncc.cashreports@nebraska.gov

