

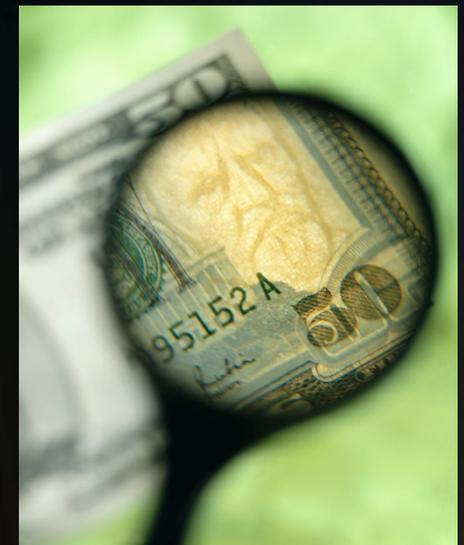
# RCO Grant Monitoring Program

new documentation requirements



# RCO - Improving Accountability

- RCO is improving the accountability of the funds passed the agency
- Things may need to change for sponsors





# New Documentation Requirements

- Some sponsors have to provide complete backup (salmon federal and state funds only)
- Sponsors must understand their category
  - 1
  - 2
  - 3



# Say what? (30 second version)

- Provide back up for all items billed
- Make sure things match
- Payroll benefits need details
- Partial invoices need allocation
- This includes expenditures, donations and match



# See full Question/Answer

- On RCO News You Can Use (NYCU) includes full Q&A
- NYCU helpful link:
  - [http://www.rco.wa.gov/grants/grant\\_news.shtml](http://www.rco.wa.gov/grants/grant_news.shtml)



# The one thing you should do

- Make sure copies of back up match what is billed



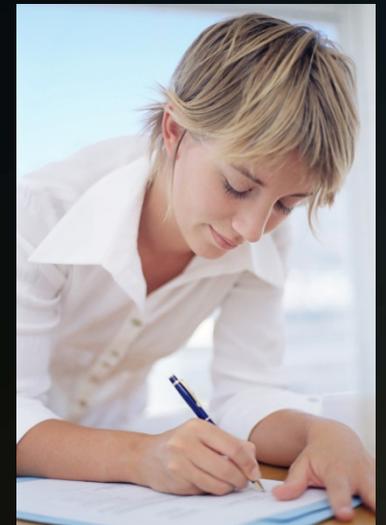
# Help us to reimburse you...

- Tell your story, clearly and completely
- Do the math
- Highlight the important part
- Present documents in order
- When a third party picks up a bill, make sure it is complete, clear and understandable



# 3 main areas

- Payroll and benefits
- Other invoices
- Volunteers and donations



# For payroll and benefits

- Two things required
  - Evidence of time worked (aka timesheet)
  - A detailed rate or reports showing what was paid
  - Totals charged equal to (time spent) x (rate)



# Payroll and benefits cont.

- RCO needs to see salary charged
- RCO needs to see benefits by category
  - Social Security
  - Retirement
  - Medical Benefits etc.
- May have hourly rates, payroll reports or other



# Payroll and benefits - cont

- Timesheets:
  - Make sure any personal info is deleted (SSN)
  - Timesheets with required signatures
    - Five requirements (from Manual 8)
      - Actual after the fact
      - Account for total activity
      - Signed by employee or supervisor
      - Prepared at least monthly and coincide with one or more pay periods
      - Budget estimates or other distributions do not qualify

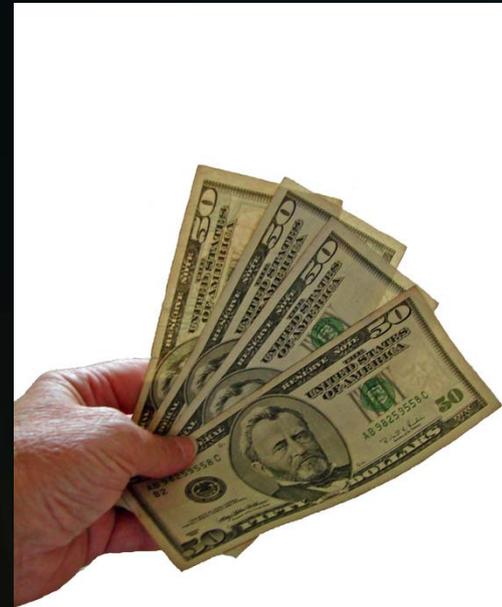
# Payroll and benefits –cont-

- Present the data by employee
- May need a supplemental spreadsheet to pull reports together



# Other invoices

- Invoice copies should be clear, complete
- Place in order billed
- Need invoices, not statements
- For travel need logs, or payment documents, need to see actual miles
- May use logs for postage, copies



# Other invoices – cont -

- If an allocation, or percentage of the total, is charged to the grant, include the basis
- A separate spreadsheet can back this up
- Avoid arbitrary allocations
- Standard allocations are okay, document



# Other invoices –cont-

- We may ask why, you bought something
- We may ask how it is used in the grant
- Do not worry, just answer the question
- We do not allow cell phone allowances, actual costs only



# Volunteers and donation documentation

- Need to provide documentation that matches the amount claimed as match
- Keep track of this as it happens
- Provide back up by volunteer



# Volunteers and donation documentation

- Volunteer Contribution Logs – actual time
  - Backup for volunteer hours claimed
  - Log showing volunteers signing in, out
  - Include tasks performed
- Add the total hours up
  - Calculate the value
  - Totals must match donation form



# Volunteers and donation documentation

- Examples of documentation include:
  - Copies of what you used to establish professional and skilled labor rates charged
    - For unskilled volunteers, this is not required, standard rate \$14/hour starting 1/1/2010.



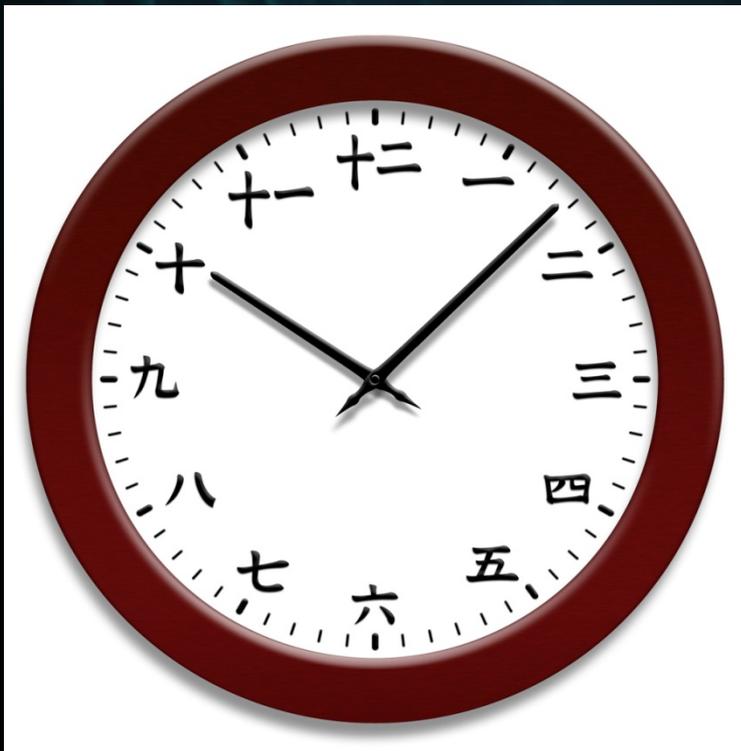
# Volunteers and donation documentation

- Document equipment use:
  - Documentation to establish equipment value
  - Equipment replacement value, rental value
  - This backup may not part of normal accounting systems, but needs to be in grant reimbursement file



# When does this start?

- This will begin for all billings submitted April 1, 2010 forward.



# RCO may visit sponsors

- RCO Fiscal staff may visit sponsors to review fiscal records.

