



Expense Report Training

September 2020

Regions 1/4/8: September 28th, 2:30 pm

Regions 2/3: September 29th, 9:00 am

Regions 5/6: September 29th, 2:00 pm

Regions 7/9: September 30th, 9:00 am



AGENDA

- I. Overview
- II. Walking through the Reporting Template tabs
 - Summary
 - County Expenses
 - External Expenses
 - K-12 Transfers
 - Grant Programs
 - Resources & Technical Assistance

OVERVIEW

All expenses will be reported in 1 of 4 tabs:

- Expenses Report - County
- Expenses Report - External
- Transfers - K-12
- Grant Programs

The Summary Page provides an overview of all expenses in total, to date, by reporting period. Counties will provide more detailed reporting on these expenses in the 4 tabs.



Summary Page | Expenses Report - COUNTY | Expenses Report - EXTERNAL | Transfers - K-12 | Grant Programs | Resources Overview | Resources Examples



Summary Page

SUMMARY PAGE

Includes:

- Funding Overview Reporting Tool
- Monthly Spending Planning Estimation Tool
- County Expenditure Summary
- Signature

Signature

Signature	
Name	
Title	
Date	

Funding Overview Reporting Tool

Source	Previously Allocated	Current Allocation	Total Expended This Period	Total Expended To Date
Total County Allocation	\$ -			
Direct County Expenditures	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -
[Transfer 1]				
[Transfer 2]				
Programs	\$ -	\$ -	\$ -	\$ -
[Program 1]				
[Program 2]				
Unreconciled Funds	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -

Monthly Spending Planning Estimation Tool

Source	Estimated**	Actual
Total Planned Expenses		
August		
September		
October		
November		
December		
Unreconciled Funds	\$ -	

*If funds are provided to a sub-recipient, use the date when funds are provided to that sub-recipient

** Estimated values should be consistent with originally supplied and State reviewed Direct Aid Plan

County Expenditure Summary

Reporting period:	March 1 - September 30, 2020
Cash on hand at the beginning of period:	\$ -
Total Expenditures & Transfers this period	\$ -
Cash on hand at the close of the period:	\$ -



Summary Page

Expenses Report - COUNTY

Expenses Report - EXTERNAL

Transfers - K-12

Grant Programs

Resources Overview

Resources Examples

SUMMARY PAGE

Funding Overview Reporting Tool:

- Highlights progress toward use of CRF funds by specific entities and for specific programs

Funding Overview Reporting Tool

Source	Previously Allocated	Current Allocation	Total Expended This Period	Total Expended To Date
Total County Allocation	\$ -			
Direct County Expenditures	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -
[Transfer 1]				
[Transfer 2]				
Programs	\$ -	\$ -	\$ -	\$ -
[Program 1]				
[Program 2]				
Unreconciled Funds	\$ -	\$ -	\$ -	\$ -
Total	\$ -		\$ -	\$ -



[Summary Page](#)

[Expenses Report - COUNTY](#)

[Expenses Report - EXTERNAL](#)

[Transfers - K-12](#)

[Grant Programs](#)

[Resources Overview](#)

[Resources Examples](#)

SUMMARY PAGE

Funding Overview Reporting Tool:

- Highlights progress toward use of CRF funds by specific entities and for specific programs

Funding Overview Reporting Tool

Source	Previously Allocated	Current Allocation			
Total County Allocation	\$ -				
Direct County Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
[Transfer 1]					
[Transfer 2]					
Programs	\$ -	\$ -	\$ -	\$ -	\$ -
[Program 1]					
[Program 2]					
Unreconciled Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

This column should match previous reporting, for example, Previously Allocated funds for September reporting should match the Direct Aid Report.



SUMMARY PAGE

Funding Overview Reporting Tool:

- Highlights progress toward use of CRF funds by specific entities and for specific programs

Funding Overview Reporting Tool

Source	Previously Allocated	Current Allocation	Total Expended
Total County Allocation	\$ -		
Direct County Expenditures	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -
[Transfer 1]			
[Transfer 2]			
Programs	\$ -	\$ -	\$ -
[Program 1]			
[Program 2]			
Unreconciled Funds	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

Current Allocation amount should reflect the total allocation to each entity or program as of this reporting period. For the September reporting deadline, this column should reflect what was spent between March 1, 2020 and September 30, 2020. For future reporting cycles, any changes from the Direct Aid Report should be made here.



SUMMARY PAGE

Example

Each Transfer or Program should be reflected as a separate line item

Funding Overview Reporting Tool

Source	Previously Allocated	Current Allocation	Total Expended This Period	Total Expended To Date
Total County Allocation	\$ 1,000,000.00	\$ 700,000.00	\$ 275,000.00	\$ 410,000.00
Direct County Expenditures	\$ 500,000.00	\$ 200,000.00	\$ 100,000.00	\$ 200,000.00
Transfers	\$ 225,000.00	\$ 225,000.00	\$ 50,000.00	\$ 80,000.00
City of ABC	\$ 165,000.00	\$ 165,000.00	\$ 15,000.00	\$ 30,000.00
USD XYZ	\$ 60,000.00	\$ 60,000.00	\$ 35,000.00	\$ 50,000.00
Programs	\$ 275,000.00	\$ 275,000.00	\$ 125,000.00	\$ 130,000.00
Small Business Grants	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00
Technology Fund	\$ 175,000.00	\$ 175,000.00	\$ 75,000.00	\$ 80,000.00
Unreconciled Funds	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,000,000.00	\$ 700,000.00	\$ 275,000.00	\$ 410,000.00



SUMMARY PAGE

Monthly Spending Estimation:

- Assesses the spend down rate for the County's CRF allocation

Use this column to record actual monthly expenses

Monthly Spending Planning Estimation Tool

Source	Estimated**		Actual	
Total Planned Expenses	\$	1,000,000.00	\$	385,000.00
March - July	\$	150,000.00	\$	150,000.00
August	\$	250,000.00	\$	235,000.00
September	\$	200,000.00	\$	-
October	\$	200,000.00	\$	-
November	\$	150,000.00	\$	-
December	\$	50,000.00	\$	-
Unreconciled Funds	\$	-	\$	615,000.00

**If funds are provided to a sub-recipient, use the date when funds are provided to that sub-recipient*
*** Estimated values should be consistent with originally supplied and State reviewed Direct Aid Plan*

Recently added



SUMMARY PAGE

County Expenditure Summary:

- Record the funds spent during the current reporting period and any remaining for future periods

County Expenditure Summary

County Expenditure Summary	
Reporting period:	March 1 - September 30, 2020
Cash on hand at the beginning of period:	\$ -
Total Expenditures & Transfers this period:	\$ -
Cash on hand at the close of the period:	\$ -



SUMMARY PAGE

Signature information:

- Should match the designated county signatory on file with the state.

Signature

Signature	
Name	
Title	
Date	





Expenses Report - County

EXPENSES REPORT - COUNTY

Pertinent Expenses:

- County Departments
- Non-Taxing Legal Entities Associated with the County

New Expenditure Categories:

- OIG finalized expenditure reporting categories
- Updated drop-down menu included in the template

Expenditure Category
Administrative Expenses
Budgeted Personnel and Services Diverted to COVID-19 Testing and Contact Tracing
Economic Support (Other than Small Business
Expenses Associated with the Issuance of Tax
Facilitating Distance Learning
Food Programs
Housing Support





Expenses Report - External

EXPENSES REPORT - EXTERNAL

Pertinent Expenses:

- Taxing Authorities (Water, Fire, EMS, etc.)
- Higher Education Institutions
- K-12 expenses that exceed \$500 per student allocation

Using this tab:

- Each transfer is recorded as a single line item
- Counties can send sheet directly to subrecipients to complete
- Counties can compile subrecipient information in one running ledger

	Entity Type	Department/Entity
3		
4	K-12 School/District	USD 287
	K-12 School/District	USD 287
	Higher Education Institution	USD 287
	Municipality	USD 287
	Transfer - Non-Profit	USD 287
	Taxing Authority (Cemetery, Water, Fire, EM	USD 287
	Healthcare Institution	USD 288
	Library	USD 288
	Other	USD 288
	K-12 School/District	USD 288



EXPENSES REPORT - EXTERNAL

Example: Chautauqua County

Reimbursement/Reconciliation Report

When copying and pasting from external workbooks, the drop down in certain cells may be lost. Use the first row as a baseline to retain drop down options.

Total: \$ 1,540.07

Please provide costs incurred during this period for the following categories. The total of all categories must equal the total of all costs incurred during that period.

Entity Type	Department/Entity	Payment Date	Vendor/Recipient Name	Vendor/Recipient Tax ID	Payment Amount	Payment Method	Voucher/Invoice #	Check/Advice #	Expenditure Category	Expense Description	Nexus to COVID-19	Contact Person Title	Contact Person Phone	Contact Person Email	Comments
Municipality	City of ABC	3/30/2020	4 State Maintenance Supply		\$ 256.12	Check	602744	39538	Public Health Expenses		Ensuring a clean space to avoid spread of virus through droplets	City Clerk	555-555-5555	clerk@cityofABC	Air/surface sanitizer
Municipality	City of ABC	5/15/2020	Cedar Vale Market		\$ 13.93	Check	347461/349573	Petty Cash	Public Health Expenses		Disposable common items to avoid sharing materials	City Clerk	555-555-5556	clerk@cityofABC	Gloves/paper towels
Taxing Authority (Central)	Regional EMS	3/23/2020	Emergency Medical Products		\$ 50.04	Check	2144765	17559	Personal Protective Equipment	Covid emergency response trailer	Gear to enable efficient activity of new COVID response unit	Director	555-555-5557	director@regems.com	
Taxing Authority (Central)	Regional EMS	3/17/2020	Ackarman Hardware & Lumber		\$ 41.67	Check	2003-161576	17573	Public Health Expenses	Covid emergency response trailer	Gear to enable efficient activity of new COVID response unit	Director	555-555-5558	director@regem	Trailer used for the purpose of responding to covid related emergencies
Taxing Authority (Central)	Regional EMS	3/25/2020	Carter Auto Sedan		\$ 3.08	Check	572854	17586	Public Health Expenses	Covid emergency response trailer	Gear to enable efficient activity of new COVID response unit	Director	555-555-5559	director@regem	Trailer used for the purpose of responding to covid related emergencies



EXPENSES REPORT - EXTERNAL

Example: Chautauqua County

Use this column to describe how the expense relates directly to the COVID-19 pandemic.

Reimbursement/Reconciliation Report

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Municipality	City of ABC	3/30/2020	4 State Maintenance Supply		\$ 256.12	Check	602744	39538	Public Health Expenses		Ensuring a clean space to avoid spread of virus through droplets	City Clerk	555-555-5555	clerk@cityofABC	Air/surface sanitizer
Municipality	City of ABC	5/15/2020	Cedar Vale Market		\$ 13.93	Check	347461/349573	Petty Cash	Public Health Expenses		Disposable common items to avoid sharing materials	City Clerk	555-555-5556	clerk@cityofABC	Gloves/paper towels
Taxing Authority (Central)	Regional EMS	3/23/2020	Emergency Medical Products		\$ 50.04	Check	2144765	17559	Personal Protective Equipment	Covid emergency response trailer	Gear to enable efficient activity of new COVID response unit	Director	555-555-5557	director@regems.com	
Taxing Authority (Central)	Regional EMS	3/17/2020	Ackarman Hardware & Lumber		\$ 41.67	Check	2003-161576	17573	Public Health Expenses	Covid emergency response trailer	Gear to enable efficient activity of new COVID response unit	Director	555-555-5558	director@regem	Trailer used for the purpose of responding to covid related emergencies
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EXPENSES REPORT - EXTERNAL

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Municipality	City of ABC	5/15/2020	Cedar Vale Market		\$ 13.93	Check	347461/349573	Petty Cash	Public Health Expenses		Disposable common items to avoid sharing materials	City Clerk	555-555-5556	clerk@cityofABC	Gloves/paper towels
Taxing Authority (Central)	Regional EMS	3/23/2020	Emergency Medical Products		\$ 50.04	Check	2144765	17559	Personal Protective Equipment	Covid emergency response trailer	Gear to enable efficient activity of new COVID response unit	Director	555-555-5557	director@regems.com	
Taxing Authority (Central)	Regional EMS	3/17/2020	Ackerman Hardware & Lumber		\$ 41.67	Check	2003-161576	17573	Public Health Expenses	Covid emergency response trailer	Gear to enable efficient activity of new COVID response unit	Director	555-555-5558	director@regem	Trailer used for the purpose of responding to covid related emergencies
Taxing Authority (Central)	Regional EMS	3/25/2020	Carter Auto S						Public Health Expenses	Covid emergency response trailer	Gear to enable efficient activity of new COVID response unit	Director	555-555-5559	director@regem	Trailer used for the purpose of responding to covid related emergencies

This column should reflect the date that the entity or department incurred the cost.





Transfers - K-12

TRANSFERS - K-12

Pertinent Expenses:

- Elementary and Secondary schools only (public and private)
- Only payments that equate to less than \$500 per student

Expense Reporting:

- Each transfer is recorded as a single line item
- Per Student Allocation calculates automatically based on other fields

Entity Type	Entity Name	Transfer Date	Check / Advice / Payment #	District or School Total Enrollment	Total Amount Allocated	Per Student Allocation	Total Costs Reported	Technology to Facilitate Distance Learning	Broadband or Internet Connectivity to Facilitate Distance Learning	Personal Protective Equipment	Increased Disinfecting Costs	Payroll - Inservice / Training / Increased Staffing Needs
K-12 School/District	USD QRS	6/30/2020	16451	127	\$ 15,402.81	\$ 121.28	\$ 15,402.81	\$ 15,402.81				
K-12 School/District	USD QRS	03/04/20	16311	127	\$ 13.30	\$ 0.10	\$ 13.30				\$ 13.30	
K-12 School/District	USD QRS	03/06/20	16307	127	\$ 174.00	\$ 1.37	\$ 174.00				\$ 174.00	
K-12 School/District	USD TUV	03/10/20	16311	303	\$ 278.00	\$ 0.92	\$ 278.00				\$ 278.00	
K-12 School/District	USD TUV	03/13/20	16307	303	\$ 124.98	\$ 0.41	\$ 124.98				\$ 124.98	
K-12 School/District	USD TUV	03/13/20	16307	303	\$ 174.45	\$ 0.58	\$ 174.45				\$ 174.45	



TRANSFERS - K-12

Expense Reporting:

- Costs aggregated per Reporting Period by type
- Separate recording for each Reporting Period

Please provide costs <u>incurred</u> during this period for the following categories.								Please provide costs <u>incurred</u> during this period for the following categories.							
Through September 30, 2020								October 2020 Reporting Period Expenditures Only							
Technology to Facilitate Distance Learning	Broadband or Internet Connectivity to Facilitate Distance Learning	Personal Protective Equipment	Increased Disinfecting Costs	Payroll - Inservice / Training / Increased Staffing Needs	Building or Learning Space Modifications	Other - Reopening Measures	Other - Distance Learning	Technology to Facilitate Distance Learning	Broadband or Internet Connectivity to Facilitate Distance Learning	Personal Protective Equipment	Increased Disinfecting Costs	Payroll - Inservice / Training / Increased Staffing Needs	Building or Learning Space Modifications	Other - Reopening Measures	Other - Distance Learning
\$ 15,402.81															
			\$ 13.30												
			\$ 174.00												
			\$ 278.00												



TRANSFERS - K-12

Special Case:

- If the Per Student Allocation exceeds \$500
 - Expenses should be recorded on the External Expense Report, rather than as a K-12 Transfer
 - This is due to differing reporting requirements between OIG and the Recovery Office



Summary Page

Expenses Report - COUNTY

Expenses Report - EXTERNAL

Transfers - K-12

Grant Programs

Resources Overview

Resources Examples

TRANSFERS - K-12

Special Case Example:

- USD XYZ is spending \$600 per student with a total of 100 students.

Entity Type	Entity Name	Transfer Date	Check / Advice / Payment #	District or School Total Enrollment	Total Amount Allocated	Per Student Allocation
K-12 School/District	USD XYZ	4/1/2020	16311	100	\$ 60,000.00	\$ 600.00

Because this amount exceeds \$500, it will need to be split between the Transfer – K-12 and Expenses Report – EXTERNAL tabs.



TRANSFERS - K-12

Special Case Example:

- USD XYZ is spending \$600 per student with a total of 100 students.
- The first \$500 per student (\$50,000) should be listed on the K-12 Transfer Tab.

Entity Type	Entity Name	Transfer Date	Check / Advice / Payment #	District or School Total Enrollment	Total Amount Allocated	Per Student Allocation	Total Costs Reported	Technology to Facilitate Distance Learning	Broadband or Internet Connectivity to Facilitate Distance Learning	Personal Protective Equipment	Increased Disinfecting Costs	Payroll - Inservice / Training / Increased Staffing Needs	Building or Learning Space Modifications
K-12 School/District	USD XYZ	4/1/2020	16311	100	\$ 50,000.00	\$ 500.00	\$ 50,000.00	\$ 5,000.00		\$ 10,000.00	\$ 10,000.00		\$ 25,000.00



TRANSFERS - K-12

Special Case Example:

- USD XYZ is spending \$600 per student with a total of 100 students.
- The first \$500 per student (\$50,000) should be listed on the K-12 Transfer Tab.
- The remaining \$100 per student (\$10,000) should be listed on the External Expense Report.

Entity Type	Department/ Entity	Payment Date	Vendor/ Recipient	Payment Amount	Payment Method	Voucher/ Invoice #	Check/ Advice #	Expenditure Category	Expense Description	Nexus to COVID-19
K-12 School/District	USD XYZ	4/1/2020	Amazon	\$ 10,000.00	Check	602744	12345	Personal Protective Equipment	Reusable masks for students	Masks will help slow the spread of COVID-19 while students are in class



Summary Page | Expenses Report - COUNTY | Expenses Report - EXTERNAL | **Transfers - K-12** | Grant Programs | Resources Overview | Resources Examples

K-12 TRANSFERS ON THE SUMMARY PAGE

Special Case:

- Listing K-12 Transfers with allocations of greater than \$500/student on the Summary Page

Funding Overview Reporting Tool

Source	Previously Allocated	Current Allocation	Total Expended
Total County Allocation	\$ 1,000,000.00	\$ 700,000.00	\$
Direct County Expenditures	\$ 500,000.00	\$ 225,000.00	\$
Transfers	\$ 225,000.00	\$ 225,000.00	\$
City of ABC	\$ 165,000.00	\$ 165,000.00	\$ 15,000.00
USD XYZ	\$ 60,000.00	\$ 60,000.00	\$ 35,000.00
Programs	\$ 275,000.00	\$ 275,000.00	\$
Small Business Grants	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00
Technology Fund	\$ 175,000.00	\$ 175,000.00	\$ 75,000.00
Unreconciled Funds	\$ -	\$ -	\$ -
Total	\$ 1,000,000.00	\$ 700,000.00	\$ 275,000.00

The entire transfer to the school should still be listed as one line item on the Summary Page, even if the per student allocation is higher than \$500.

Summary Page

Expenses Report - COUNTY

Expenses Report - EXTERNAL

Transfers - K-12

Grant Programs

Resources Overview

Resources Examples





Grant Programs

GRANT PROGRAMS

Expense Reporting:

- Each row represents ONE program
- Drop-down menu classifies program type
- Previous reporting documents contain much of the required data

Program Type	Primary Program Sponsor Type	Name of Organization	Program Title	Existing program or project	Program or project scope and description	How does the program meet the requirements outlined in the CARES Act?
Grant Program - Small Business Support	-Profit					
Grant Program - Small Business Support						
Grant Program - Economic Development						
Grant Program - Social Services						
Grant Program - Non-Profit Assistance						
Grant Program - Childcare						
Grant Program - Housing/Utility Assistance						
Grant Program - Individual Assistance						
Grant Program - Healthcare/Nursing Homes						



GRANT PROGRAMS

New Fields:

- Administrative Costs of implementing the program
- If a Grant Program with an Application process, there are additional fields to complete:
 - Total # of Applications Received and Total # of Awards Issued
 - These fields can be updated each reporting cycle as more applications are processed

Total Allocated - Administration	Total Allocated - Program / Grants / Implementation Costs	Total # of Applications Received	Total # of Awards Issued



GRANT PROGRAMS

Expense Reporting:

- Report on the expenses for the individual programs by the OIG categories
- The Total Expended to Date will automatically calculate based on the data entered to the right
- Each reporting period is recorded separately

Please provide costs incurred during this period for the following categories.

Through **September 30, 2020**

Total Expended To Date	Administrative Expenses	Budgeted Personnel and Services Diverted to a Substantially Different Use	COVID-19 Testing and Contact Tracing	Economic Support (Other than Small Business, Housing, and Food Assistance)	Expenses Associated with the Issuance of Tax Anticipation Notes	Facilitating Distance Learning	Food Programs	Housing Support	Improve Telework Capabilities of Public Employees	Medical Expenses	Nursing Home Assistance	Payroll for Public Health and Safety Employees Substantially Dedicated to COVID-19	Personal Protective Equipment	Public Health Expenses	Small Business Assistance	Unemployment Benefits	Workers' Compensation	Items Not Listed Above
\$ 100,000.00															\$ 100,000.00			
\$ -																		
\$ -																		





**Resources Overview,
Resources Examples,
&
Technical Assistance
Providers**

RESOURCES OVERVIEW AND EXAMPLES

Includes:

- Information on template tabs
- Reporting timelines
- Additional examples of how to fill out the County and External expense report tabs
- Pertinent federal guidance on CRF reporting requirements



Summary Page

Expenses Report - COUNTY

Expenses Report - EXTERNAL

Transfers - K-12

Grant Programs

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TECHNICAL ASSISTANCE PROVIDERS

Technical Assistance Providers (TAs) can:

- Respond to queries related to Reimbursement Requests or Direct Aid spending
- Provide guidance related to County, subrecipient, or program related CRF expenditures
- Review and discuss updates to Federal and State guidance
- Provide reporting and compliance best practices
- Provide timelines for required reporting
- Advise Counties on responsibilities related to primary (County) and subrecipient (Cities, Schools, etc.) spending

Email the TA for your region with questions as needed!



NEXT REPORTING DEADLINE

Counties should submit the following:

- “County-Expenses Reporting Template_v2.2”
 - *Should be submitted as an Excel spreadsheet*
- Change Memo
 - Memo detailing changes to the previously submitted Direct Aid plan
 - All Counties will submit a change memo even if no changes were made
 - *Should be submitted as a Word document*

WEDNESDAY
OCTOBER 7, 2020

Send documents via email to:

- Doug Gerber
- Regional TA





Questions?