

Reimbursement Request Overview

Training Overview

- Reimbursement Request Due Dates
- The Reimbursement Request Process
- Helpful Tips for Successful Requests
- Supporting Documentation Review
- Examples of Allowable vs. Unallowable Costs
- Budget Revision Overview

How familiar are you with the T.R.A.I.L. financial online reporting process?

- A. Very familiar
- B. I could use a refresher
- C. Brand New

New Staff Training

- It is highly recommended that new finance staff watch the recording of last year's Implementation Training for New Staff.
- A link to the recording and training PDF can be found on the help tab of the online reporting site or in the T.R.A.I.L. resource center on NAClubs.org.
 - Password: healthylifestyles
- Individual assistance with a FirstPic finance staff member is also available.

Reimbursement Request Process

Reimbursements must be submitted according to the following schedule. Not doing so may place the Club in non-compliance status.

Reporting period (based on close	Due Date	
September - October 2021 expense	es .	November 15, 2021
November - December 31, 2021 ex	January 20, 2022	
January 1 - February 2022 expense	es	March 15, 2022
March - April 2022 expenses	<u></u>	May 16, 2022
May - June 2022 expenses	PUTTHIS	July 15, 2022
July – August 31, 2022 expenses	CALENDAR!	September 23, 2022

- Reporting dates for reimbursement requests are determined by the <u>pay periods</u>, which are not necessarily calendar months.
 Pay period dates must match reporting dates. (exceptions: beginning of program year, new calendar year, and end of program year)
- If insurance costs were included in your budget, reimbursement request dates need to begin and end as close to the first and last day of the month as possible, based on pay period dates.
- Reporting dates for reimbursement requests may not overlap.

- It is highly recommended that reimbursement requests be limited to four or less pay periods. However, the system will accommodate up to 10 pay periods per request.
- Attachments must be uploaded as PDFs. <u>Size limit: 10 MB</u>
- Expenses must be entered into the correct line items.
- Include required summary sheet when submitting three or more receipts for the same line item.

- Include proper and complete supporting documentation.
 - Itemized receipts
 - Proof of payment
 - Time sheets/activity reports signed by employee and supervisor
 - Proper payroll documentation
- Amounts entered need to match supporting documentation.
- Necessary information is provided in the notes section.

- Corresponding position titles from your approved budget must be indicated on the supporting documentation.
- Pay period date range must be accurately represented on the time sheet/activity report.
- All rows and columns must calculate correctly on time sheets/activity reports.
- All time sheets must include the employee and supervisor's signatures.

- If time sheets/activity reports display the pay rate, it must match the pay rate indicated on the payroll documentation.
- Pay period start and end dates need to be clearly identified on the payroll supporting documentation submitted.
- Only time sheets and payroll documents applicable to a specific pay period should be uploaded in that pay period.

Reconciling Time Sheets and Payroll Documents

Example Payroll Document

Earnings Statement

Pay Date:

05/21/2021

Period Start: Period End: 05/01/2021

05/14/2021

Pay Basis: Hourly

	Rate Ho	urs/Units	Current Period	Year To Date		
Earnings						
Regular	12.71	79.50	1010.45	5485.64		
Overtime	19.07	1.25	23.83	23.83		
HOLIDAY PAY	12.36	0.00	0.00	197.76		
PTO - PART TIME	12.71	0.50	6.36	62.07		
BUILDING CLOSURE PAY	12.71	0.00	0.00	248.60		
Retroactive Adjustment			0.00	196.00		
Gross		81.25	1040.64	6213.90		
N/H Taxes						
Federal W/H(S/0)			98.99	488.63		
Medicare			15.09	90.10		
Social Security			64.52	385.26		
State W/H(S/0)			0.00	0.00		
Deductions						
Net Pay			862.04	5249.91		
Net Pay Distribution						
Direct Deposit Net Check			862.04	5249.91		
Employee Benefits, Allowances, and Oth	er		Current Period	Year To Date	YTD Taken	Available
PTO Part Time Hours			3.00	33.00	5.00	28.00

Problem Time Sheet Example

John D	oe			Unit Di	rector															
Employe FirstPic		ne (requi	ired)	Positio	n (require	ed)		rear (req		19-Jan	-	-								0.00
Name of Organization (required)			•	City/State (required)		20-Jan	-	-								0.00				
£		ns								21-Jan	-	-								0.00
Nont		R.A.I.L. Programs								22-Jan	-	-		1		~				0.00
of the Month	ij	R.A. I Pro								23-Jan	-	-		T	7		1			0.00
/ of	T.R.A.I.L	Non T.R.A.I.L. Related Progra							TOTAL	24-Jan	-	-		2			,			0.00
Day		Rel								25-Jan	-	-		()	3 -					0.00
1-Jan	-	-							0.00	26-Jan	_	_		20	~)					0.00
2-Jan	3.00	5.00							0.00) (-			
3-Jan 4-Jan	3.00	5.00							8.00 8.00	27-Jan	-	-		U						0.00
5-Jan	3.00	5.00							8.00	28-Jan		_								0.00
6-Jan	3.00	5.00							8.00			-								
7-Jan	3.00	5.00							8.00	29-Jan	-	-								0.00
8-Jan									0.00	30-Jan										0.00
9-Jan	-	-							0.00		-	-								
10-Jan	3.00	5.00							8.00	31-Jan	-	-								0.00
11-Jan	3.00	5.00							8.00	TOTAL	00.00	40.50								
12-Jan	3.00	5.00							8.00	TOTAL	28.00	49.50	•	•	•	•	•	•	•	77.50
13-Jan	3.00	5.00							8.00	0/										
14-Jan	3.00	4.50							7.50	%	36.13%	63.87%	0.00%	0.00%	0.00%	0.00%	#DIV/0!	0.00%	0.00%	
15-Jan	-	-							0.00	——		——								
16-Jan									0.00											
17-Jan									0.00	Employ	ee's Sim	nature				Supervi	sor's Sig	nature		
18-Jan	-	-							0.00		or a digi	IMIMI				-aper vi	551 5 518	IIIII		

Problem Time Sheet Example

Position title does not match title listed in the approved budget/reimbursement request (Program Coordinator).



Pay dates on the activity report are not indicated in 2-Jan one space and do not match dates on the payroll 3-Jan 4-Jan documentation in another portion. Month/Year (required)

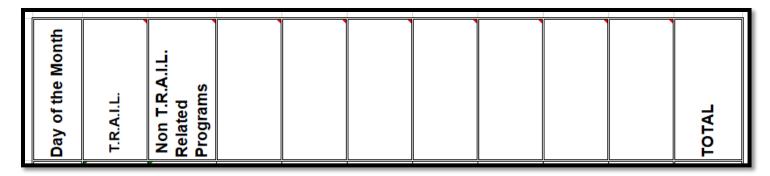
1-Jan

- Column hours are not calculating correctly.
- Total hours do not match total hours indicated on the payroll document.

o i-oaii										0.00
TOTAL	28.00	49.50	-	-	-	-	-	-	-	77.50
%	36.13%	63.87%	0.00%	0.00%	0.00%	0.00%	#DIV/0!	0.00%	0.00%	

Problem Time Sheet Example

Time sheet does not break out paid leave time.



 Time sheet is missing both the employee and supervisor signatures.

Employee's Signature	Supervisor's Signature

Correct Time Sheet Example

Program coold not of

Position (required)

John Doe Employee's Name (required) FirstPic

Name of Organization (required)

5/1/22-5/14/22

Month/Year (required)
Gambrills, MD
City/State (required)

Day of the Month	T.R.A.I.L.	Non T.R.A.I.L. Related Programs	PTO/Holiday			TOTAL
1-May	-	i-				0.00
2-May		16				0.00
3-May	3.00	4.50	0.50			8.00
4-May	3.00	5.00				8.00
5-May	3.00	5.00				8.00
6-May	3.00	5.00				8.00
7-May	3.00	5.00				8.00
8-May						0.00
9-May	-	*				0.00
10-May	3.00	5.00				8.00
11-May	3.00	5.00				8.00
12-May	3.00	5.00				8.00
13-May	3.00	5.00				8.00
14-May	3.00	6.25				9.25
15-May		- W				0.00
16-May						0.00

17-May										0.00
18-May										0.00
19-May	-									0.00
20-May										0.00
21-May	-	-								0.00
22-May					19	(3)	1	? -		0.00
23-May		-			•	3	3	1	ACCOMPLANTS.	0.00
24-May					-		-	7		0.00
25-May	180	-	72-52	-	_					0.00
26-May										0.00
27-May			q							0.00
28-May										0.00
29-May								Terrer (170 174/7)		0.00
30-May	-									0.00
31-May	^									0.00
1-Jun	30.00	50.75	•	0.50	•	•			•	81.25
2-Jun	36.92%	62.46%	0.00%	0.62%	0.00%	0.00%	#DIV/0!	0.00%	0.00%	

Employee's Signature

John Dal

Supervisor's Signature

Quiz

Can reimbursement requests be submitted every month?

- A. Yes
- B. No

Required Information and Documentation

If you submit **three** or more receipts for a given line item, you must provide a complete summary document. This will greatly increase the efficiency of processing the request for approval and payment.

Purchase Date	Vendor	Healthy Foods	Office/ Program	Physical Activity	Non- T.R.A.I.L.	Receipt Total
9/5/2021	Walmart	\$22.38	\$0.00	\$65.75	\$25.00	\$113.13
9/15/2021	Fresh Mart	\$89.15	\$0.00	\$0.00	\$0.00	\$89.15
9/24/2021	Walmart	\$34.86	\$22.15	\$55.75	\$0.00	\$112.76
10/6/2021	Sam's Club	\$78.25	\$0.00	\$0.00	\$52.00	\$130.25
10/16/2021	Staples	\$0.00	\$35.15	\$0.00	\$0.00	\$35.15
	TOTAL	\$224.64	\$57.30	\$121.50	\$77.00	

Template available in T.R.A.I.L. Resources on NAClubs.org

- Documentation needs to show:
 - Exactly <u>what</u> was purchased
 - Exactly <u>when</u> it was purchased
 - Proof that payment was made

Required Information and Documentation

- If you are claiming fringe such as Workers Comp, SUTA, etc. you will need to include the appropriate supporting documentation for the rate being claimed in each request.
- Proof of payment must accompany every request that is submitted. Proof of payment may be a copy of a cancelled check, a credit card receipt, or a bank/credit card statement entry showing payment.
- Proof of payment is <u>not</u> the same thing as verification of what was purchased.

Required Information and Documentation

- An <u>itemized</u> receipt or invoice is also required for reimbursement.
- Providing receipts that are legible is critical all items on the receipt must be clearly identifiable.
- The date needs to be clearly visible on each receipt and invoice.
 - (date expense was incurred: purchase date/event date)

PERSONNEL

Allowed: Part-time staff person to serve as the T.R.A.I.L. Program Coordinator (per your LOA). Maximum of 10% of salary for administrative personnel.

FRINGE BENEFITS

Allowed: Benefits paid by the employer. (based on single policy rates)

EQUIPMENT

Allowed: Computers - cost should be reasonable (~\$1,000 maximum)

Not Allowed: Anything permanently affixed to the ground or building; service contracts.

SUPPLIES

Allowed: <u>healthy</u> snacks, office supplies, sporting/physical activity supplies, and supplies necessary to implement the T.R.A.I.L. Program and curriculum.

Refer to the Healthy Snack Guidance document in the T.R.A.I.L. Resource Center on NAClubs.org – password: healthylifestyles)

Not Allowed: tips, anything associated with fundraising, hats, caps, backpacks, giveaways, decorations, etc.

TRAVEL

Allowed: Any local travel associated with the T.R.A.I.L. Program and curriculum.

Not Allowed: You may not be reimbursed for both mileage and gas. Travel not directly related to the T.R.A.I.L. program.

CONTRACTORS

Allowed: Contractors can be paid a <u>maximum</u> of \$650/8 hour day at a rate of \$81.25/hour. (However, costs should accurately reflect reasonable rate for the service in your area.)

SPECIAL EVENTS/OTHER COSTS

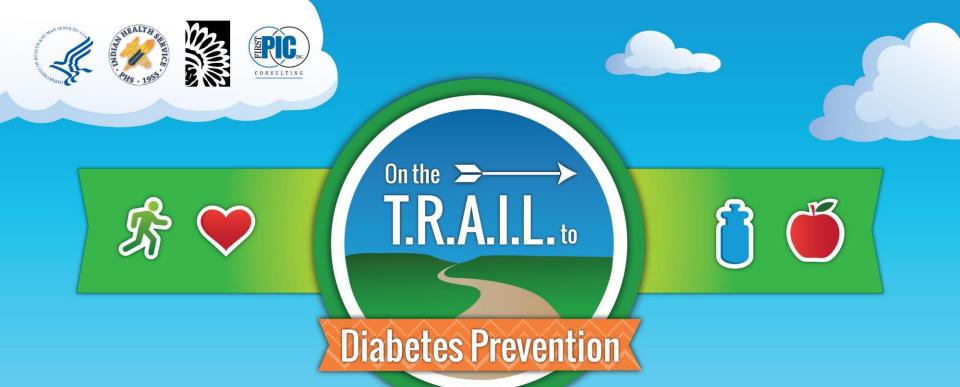
Allowed: Any reasonable event that highlights the T.R.A.I.L. program. Bowling, skating, swimming, activities involving physical activity, activities that involve learning about good nutrition, etc.

Not Allowed: Bounce house rentals, expenses related to non-T.R.A.I.L. participants.

Quiz

What should you do if you are unsure if an expense would be reimbursable through the T.R.A.I.L. grant even after checking the available guidance documents?

- A. Make the purchase and hope it's okay
- B. Contact a member of FirstPic's finance team
- C. Do nothing don't incur the expense
- D. None of the above



Budget Revision Overview

Helpful tips:

- <u>Before</u> starting a request for a budget revision, please reach out to a T.R.A.I.L. finance team member at FirstPic to determine if a revision is needed.
- While a budget revision request is in progress, you will NOT be able to submit a reimbursement request until it receives final approval.
- Budget revision requests must be submitted and processed through the <u>T.R.A.I.L. online reporting</u> site.

Helpful tips:

- Monitor your budget throughout the grant year to ensure proper spend down.
- Regularly communicate with T.R.A.I.L. program staff members at your Club to ensure proper T.R.A.I.L. program related expenses are included in your budget.

Reasons for requesting a budget revision:

- A new line item needs to be added to the budget.
- Personnel and Fringe Benefits combined AND/OR Expenses section will be overspent by more than 10%.

Examples of when a budget revision is **NOT** needed:

- A staffing change has occurred, but the pay rate difference between the two employees will not create a spend out difference in Personnel/Fringe of more than 10% for these categories.
- A staff member changes from hourly to salaried or vice versa.
- The Office/Program Supplies line item has been overspent, but the 'Expenses' section will not be overspent by more than 10% of the category.

Examples of when a budget revision is needed:

- Creating a line item to purchase a basketball hoop that costs \$150.
- Due to expenses for supplies being more than anticipated, and calculating that the Expenses section will be overspent by more than 10%, it is necessary to move funds from Personnel and Fringe Benefits where expenses were less than anticipated to cover these costs.

Quiz

Which of the following situations require a budget update?

- A. A staff member received a pay increase
- B. A new laptop is needed for the Program Coordinator
- C. A different Program Coordinator was hired
- D. SUTA rate changed

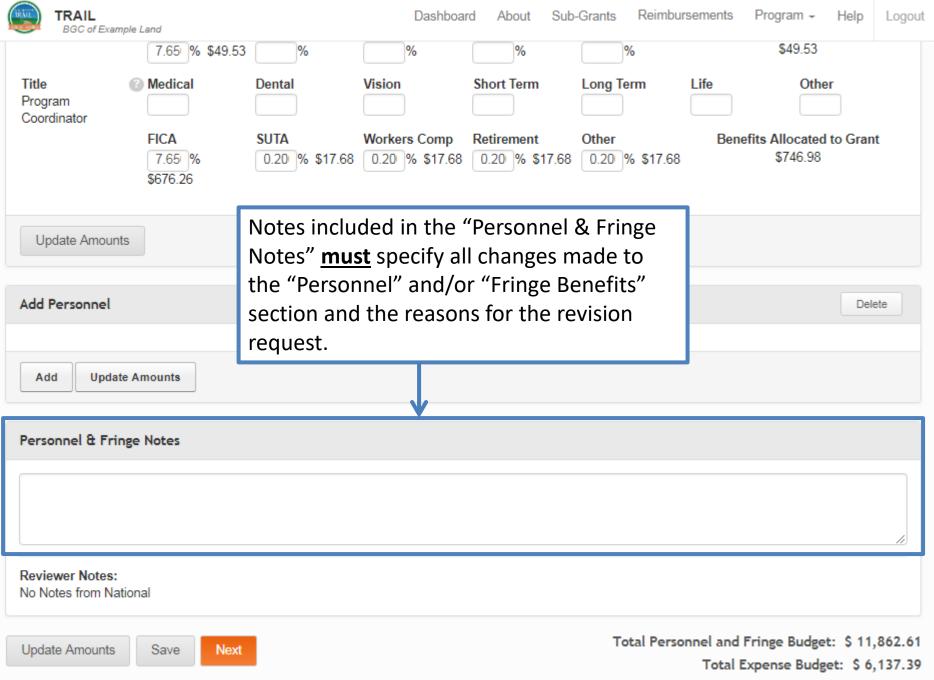
Notes included in the "Personnel & Fringe Notes" section should include:

- The date of the budget revision.
- <u>WHY</u> you are making a reduction to a line item in the "Personnel" and/or "Fringe Benefits" section. (Why does this reduction not negatively impact the T.R.A.I.L. program?)
- <u>WHY</u> you need to increase the amount of a line item in the "Personnel" and/or "Fringe Benefits" section. (Rationale must be applicable to the successful implementation of the T.R.A.I.L. program.)
- WHY you need to add a new line item to the "Personnel" and/or "Fringe Benefits" section, if applicable.
- <u>HOW</u> do the change(s) relate to the successful implementation of the T.R.A.I.L program?

An explanation needs to be provided for ALL of the *increases* and the *decreases* being requested.

Sample "Personnel & Fringe Notes" note:

6/7/22/{initials}: We are requesting a budget revision in order to reallocate money previously budgeted in Personnel to Supplies. We have deactivated the Program Aide because that assistance is no longer needed to successfully implement the program now that many of the major components of the program have been completed. Please see Expense Notes for how this money was reallocated to better accomplish program initiatives.



Total Budget Amount: \$ 18,000.00

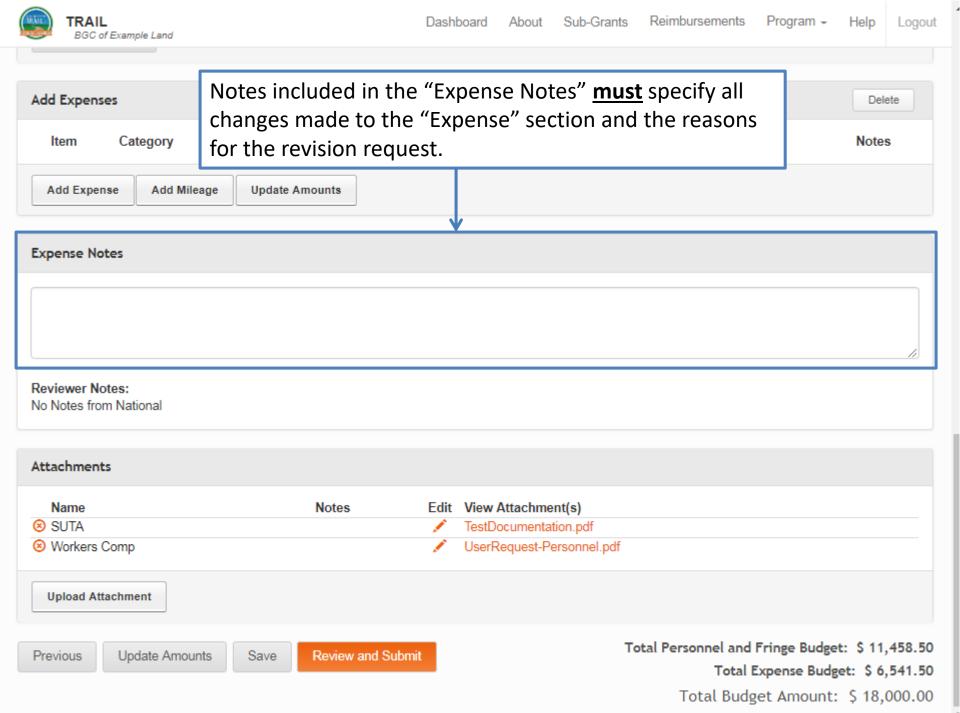
Notes included in the "Expense Notes" section should include:

- The date of the budget revision.
- <u>WHY</u> you are making a reduction to a line item in the "Expenses" section.
 (Why does this reduction not negatively impact the T.R.A.I.L. program?)
- <u>WHY</u> you need to increase the amount of a line item in the "Expenses" section. (Rationale must be applicable to the successful implementation of the T.R.A.I.L. program.)
- WHY you need to add a new line item to the "Expenses" section, if applicable.
- <u>HOW</u> do the change(s) relate to the successful implementation of the T.R.A.I.L. program?

An explanation needs to be provided for ALL of the *increases* and the *decreases* being requests.

Sample "Expense Notes" note:

6/7/22 /{initials}: We reallocated funds made available by the adjustments in Personnel and Fringe as follows: 1) added a Sports E-Z cart to better store and transport physical activity supplies used for the T.R.A.I.L. program; 2) increased the amount budgeted for Office/Program and Physical Activity Supplies as additional funds are always helpful and can be utilized for these items to support the T.R.A.I.L. program.



Q&A



A link to a training evaluation form will be sent soon.

Contact Information - Finance

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Gambrills, MD - Eastern Time