

AB 1058 Child Support Commissioner and Family Law Facilitator Program

INVOICE REPORTING INSTRUCTIONS
FISCAL YEAR 2010-2011

OCTOBER 2009



ADMINISTRATIVE OFFICE
OF THE COURTS

CENTER FOR FAMILIES, CHILDREN
& THE COURTS

AB 1058 Program Overview

Background

The Assembly Bill 1058 program is a legislatively mandated program implemented in 1996 to provide a cost-effective, expedited, and accessible process in the courts for establishing and enforcing child support orders in cases being enforced by local child support agencies. This mandate requires each superior court to have a child support commissioner to hear title IV-D child support cases. Title IV-D of the Social Security Act (42 U.S.C. § 601 et seq.) provides that each state shall establish and enforce support orders when public assistance has been expended or on a request for services by a parent.

The two major elements of the AB 1058 program are the child support commissioner (CSC) and the family law facilitator (FLF) programs, both of which were established in each court. These programs provide an expedited process in the courts that is both accessible and cost-effective to families involved in child support cases.

The CSC component of the program provides judicial officers to hear child support cases, plus court staff to support them. The FLF component assists parents with child support issues by gaining meaningful access to the courts in a timely manner. The program was intended to make the processing of child support cases in the courts more efficient by making sure that parents obtained all the necessary forms and documentation before the hearing. When parents come better prepared to their hearings, judicial officers can process more cases in the time allotted.

Contracts and Fund Allocations

Funding for the AB 1058 CSC and FLF program, as well as the Judicial Council, Administrative Office of the Courts program-related administrative costs, is secured via an inter-agency agreement between the California Department of Child Support Services (DCSS) and the Judicial Council. The funding is 66 percent federal title IV-D funds and 34 percent state general funds, subject to annual state budget appropriations.

The Judicial Council is mandated to establish procedures for distributing funds to the courts for CSCs and FLFs. Funds are allocated to the local courts via standard agreements between the Judicial Council and the courts. The allocation amounts are based on a formula that has been approved by both the Judicial Council and the Legislature. Separate contracts are executed for the CSC and the FLF components of the program. Funds allocated to the FLF component may not be transferred to the CSC component and vice versa. The funding and contract covers a state fiscal year, which runs from July 1 through June 30. Under the federal guidelines, any funds left unspent during the fiscal year revert to the state General Fund and cannot be used in subsequent years.

Midyear Fund Reallocation

The AB 1058 funding procedures include a midyear reallocation process. Funds that are allocated to the courts at the beginning of the fiscal year may be amended during this midyear process. The Judicial Council can use this process to move funds from courts that will not spend their full allocation to courts that need additional funding. Funds cannot be allocated across categories; for example, funds from the CSC component of the program in one court cannot be moved to the FLF component of the program in that or any other court.

Each year, the AOC sends a questionnaire to the courts for both the CSC and the FLF components of the program. The courts are asked to respond to a series of questions regarding the anticipated spending needs of that court for each component. Courts are asked to indicate if they anticipate spending less than their full allocation, will need additional funds, or will spend their full allocation but will not need additional funding. The questionnaire asks for details to support the anticipated level of spending if it is inconsistent with past spending history. If a court does not anticipate spending the full amount of the contract, it is strongly urged to return those funds to the AOC to be redistributed. After the completed questionnaires are received by the AOC, staff determines the amount of funds available for reallocation. Additions and reductions to the contracts are made by amendments to the standard agreements.

Determining which courts will receive the returned funds is done by analyzing the information provided by the courts on the midyear reallocation questionnaire, projections based on invoices received by the AOC, and past program spending history. The purpose of the reallocation is to fund one-time or special projects. While it can be a method of fine-tuning a contract, it is not intended to address an ongoing financial need such as an increase in the number of permanent employees.

Any contract amendments made as part of the midyear reallocation process are one-time adjustments for that fiscal year only. The following fiscal year the contract amounts revert to the beginning base allocation for the prior fiscal year. Should a court find that it consistently under spends its contract, it has the option of voluntarily reducing the contract amount. If the AOC determines that a court historically under spends but does not return the funds, the base allocation for that court may be reduced.

If a court's base allocation has been reduced by the AOC, the court can request that the contract amount be restored to the original base allocation. This request would be considered part of the midyear reallocation process.

The court may also request a permanent increase to its base allocation. It may submit supporting documentation for a permanent increase at the same time as the midyear reallocation, but such requests must be clearly labeled and will depend on the availability of funds.

Allowable Costs

Costs charged to the program must be necessary, reasonable, allocable, and legal under state and local law, conform to federal law and grant terms. The expenses must be consistently treated and in accordance with GAAP.

Allowable direct costs are expenses that can be easily identified and specifically incurred for the purpose of the AB 1058 program.

1) Personnel Costs

- **Salaries** – May include wages, salaries, or special compensation provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an

appointment made in accordance with state or local laws and rules and meets federal requirements

- **Overtime wages** related to the program matters can be billed to the grant proportionately whether paid or unpaid. For example; if an employee works 50 hours, although he is salaried to work 40 hours per week, the employee must report all 50 hours. If 10 hours were worked on project A, while 40 were worked on project B, project A would account for 20% of the effort and project B would account for 80%. You have to account for total time worked by the employee to determine the percentages.
- **Fringe Benefits** are divided into the following categories: regular fringe benefits and benefit hours.
 - Regular fringe benefits are employer-paid social security and Medicare, state disability insurance, health insurance, workers' compensation, and retirement benefits. These benefits should be reported by using actual figures from court payroll records.
 - Benefit hours are the cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, holidays, court leave, military leave, and other similar benefits. Court shall seek AOC approval for extended leave treatment.

Note: Costs for authorized absences are only reimbursable up to the amount earned during the term of the grant.

If an employee is on leave and another employee fills in temporarily, the reimbursable hours of the replacement/temporary employee can be charged to the grant as salaries in lieu of the permanent employee. Note, the cost is reflected only for one person. Appropriate benefits and indirect costs for these employees are also reimbursable.

- 2) **Travel Expenses** are direct expenses for grant related travel incurred by personnel identified in the budget. Allowable costs include transportation, subsistence, and lodging, incurred in accordance with the courts documented travel policies.
- 3) **Pre-approved Training/Conference** – The AB 1058 program funding can only be used for reasonable and essential short term training. There is a limit of one general family law refresher course per person per year, in addition to the annual training held by the AOC and the 1058 FLF mid-year training and CSC roundtable.
- 4) **Contractual Services** – Any professional services and associated costs necessary to complete grant objectives that are not available through the court and require contractual agreements in accordance with the court's normal procurement procedures.

- 5) **Materials and office supplies** – cost incurred for materials, supplies, and fabricated parts necessary for program purposes.
- 6) **Minor Remodeling**- Written approval of the AOC’s AB 1058 program manager must be requested and obtained before beginning any remodeling project or renting of new space, regardless of the anticipated expenditure amount, so the program manager can determine whether the expenses are reimbursable. Requests must be received no later than January 31 for work to be completed in the current fiscal year, absent exceptional circumstances and approval of a later submission by the AB 1058 program manager. Requests for remodeling must include a letter of justification stating the reason for remodeling and certifying that there are no structural or foundation changes. Any reimbursements for remodeling must include all purchase documentation, including the bidding process used to select a vendor, floor plans, estimates, and diagrams of the work to be performed. The request for approval may be submitted by e-mail.
- 7) **Equipment Purchases** - All equipment purchases of \$5,000 and above require prior written approval from the AOC’s AB 1058 program manager.

Indirect costs are those incurred for a common or joint purpose benefiting more than one cost objective and cannot be easily identified to a cost objective. Allowable indirect costs shall be reimbursed using the AOC approved indirect cost rate at actual up to the maximum percentage of 20%.

Unallowable Costs

Items that cannot be claimed for reimbursement are those not allowed by rule 10.810 of the California Rules of Court and the Code of Federal Regulations. These include, but are not limited to, the costs of counsel for indigent defendants, judges’ salaries and fringe benefits, compensation of support staff of judges, training not directly related to the AB 1058 program, bottled water, and construction and major renovation. Also, time spent on matters of domestic violence, custody, and visitation (including custody and visitation investigation, mediation, and evaluation) are not reimbursable.

Preparation of Reimbursement Claims

AB 1058 Reporting Forms

The AB 1058 CSC and FLF program is a reimbursement grant, which means that all expenses are incurred and paid by the court before submission for reimbursement by the AOC. All courts must use the mandatory invoice to request reimbursement from the AOC. Invoices are due to the AOC by the 20th day of each month.

The standard agreement between the Judicial Council and the court provides the guidelines by which claims for reimbursement are to be prepared and submitted. These guidelines must comply with state and federal regulations, policies, and procedures. Standard mandatory reporting forms for both the CSC and the FLF components of the program consist of an invoice face sheet, program summary sheet, time sheet, contractor activity log, payroll summary sheet, and

operating expense recap sheet. Claims should be prepared using the agency's accounting records and based only on recorded costs for the period covered.

AB 1058 Timesheet

Time and effort charged to the AB 1058 CSC and FLF program must be accurately documented. A time distribution report is required for compensation of personal services. Court employees may record their time and effort spent on the program on the AB 1058 Timesheet form. Contracted personnel such as; contracted CSCs or FLFs, court reporters, interpreters, security personnel, and agency temporary staff must also submit a time study report. The time distribution report and contractor activity log must account for 100 percent of compensated hours, regardless of whether or not the time is reimbursable by the grant. The court shall submit copies of timesheets and contractor activity log to the AOC with each invoice and retain the original copy at the courthouse.

Key standards that are present in all OMB cost principle circulars on time and effort reporting are:

- Reflect an after-the-fact determination of the actual activity of each employee;
- Full disclosure – must account for the total (100 percent) activity for which each employee is compensated;
- Be prepared at least monthly and coincide with one or more pay periods; and
- Credible endorsement – timesheets must be signed by a qualified person familiar with the effort expended to endorse the document prepared.

CSC Program time reporting categories:

- Title IV-D hours;
- Other hours;
- Benefit hours

FLF Program time reporting categories:

- Title IV-D hours;
- Outreach hours;
- Other hours;
- Benefit hours

Definition of Hours Worked

Title IV-D hours are those spent working on child support, paternity, spousal support when there is also a child support order, and health insurance matters related to a case open at the local child support agency.

Outreach hours (reimbursable non-Title IV-D support matters) are those spent working on child support, paternity, companion spousal support, and health insurance matters for persons who have not yet applied for title IV-D services with the local child support agency. Reimbursable activities that may be included in outreach hours include providing information and referral services, distributing court forms, and explaining court processes.

Other hours are those spent on all other issues, including, but not limited to, domestic violence, custody and visitation, and dissolution of marriage issues other than support. Time spent on these issues is non-reimbursable whether or not there is an open support case with the local child support agency. It is at the discretion of court to label program names on timesheet or combine other hours as “non-reimbursable hours”

Benefit hours are paid leave hours or such as vacation, annual leave, sick leave, holidays, court leave, and military leave.

AB 1058 Payroll Summary

The court will submit the payroll summary to support requests for reimbursement of salaries and benefits. The spreadsheet is set up to report and calculate 100 percent of the hours worked and the benefits hours used by each employee. Federal regulations require that *all* hours worked by an employee must be accounted for, regardless of whether or not they are reimbursable. This includes regular hours worked as well as benefit hours used.

When completing the spreadsheet, fill in the columns labeled Name, Job Title/Position, Gross Salary, Actual Benefits, AB 1058 Program Hours, and Non-AB 1058 Program Hours. All other calculations are automatic as a result of built-in formulas.

The CSC and FLF components have the same basic procedure for reporting payroll. The only exception occurs in the types of hours worked that can be claimed for reimbursement. The CSC program will reimburse only time spent on providing services on title IV-D matters and the FLF program will reimburse time spent on providing services on title IV-D support matters and outreach activities.

The payroll information will be submitted on the payroll summary sheet and must bear a signed certification, as well as the **original signature (in BLUE ink)** of the court official responsible for approving the invoice. The court designates this person.

The certification reads as follows:

“I hereby certify under of penalty perjury that the information provided here accurately represents official records and is in compliance with the program contract.”

AB 1058 Operating Expense Recap Sheet

The operating expense recap sheet is separated into two sections: 100 percent reimbursable expenditures and partially reimbursable expenditures. When preparing this form, begin by sorting your invoices and journal entries into those two categories.

All invoices and journal entries will be listed on the form as follows:

Vendor Name/Description/Invoice #/Check or Warrant #/Date Paid/Amount

To complete the 100 percent reimbursable portion of the sheet, list the applicable invoices, including the information listed above.

To complete the partially reimbursable section, list the invoices as above. Use the total dollar amount of the invoice or the amount billable to the program. The Excel spreadsheet will automatically tally the categories, calculate the dollar amount of the partially reimbursable invoices using the percentage provided to the court, and arrive at the total amount to be brought forward onto the invoice face sheet.

In some cases, a reimbursable program expense will be included on an invoice or journal entry with those of other departments or with expenditures that are not reimbursable. If the expenses are part of a group of items, indicate which items are program related, calculate the total, and list that amount on the bottom portion of the sheet. If the expense is one that is divided between departments, first determine what portion of the expense would be billed to the program if it could be billed at 100 percent.

Example: Your court has a purchase totaling \$2,000. The CSC program represents 10 percent of the total. The amount that would be billed if you could bill for 100 percent of the purchase would be \$200. List the purchase under the section of partially reimbursable expenditures as \$200. The spreadsheet will automatically calculate the billable amount, based on your court's percentage. The form is broken into two sections: expenditures that are claimed at 100 percent and those that are partially reimbursable.

Expenditures specific to the program are 100 percent reimbursable, such as:

- The annual AB 1058 training conference;
- Contract court interpreter fees—title IV-D cases only;
- Contract court reporter fees—title IV-D cases only;
- Bailiff hours—in alignment with the commissioner's reimbursable title IV-D hours;
- Payments to contract facilitators or commissioners; and
- Agency temporary help—hours worked on title IV-D only.

Other expenditures are to be claimed at a percentage of program reimbursable hours. These represent costs shared with other departments of the court or with other court employees not working on title IV-D or outreach hours. Items claimed at a percentage are such things as:

- Office supplies;
- Facilities charges;
- Perimeter security;
- Rented equipment—copy machines and copy charges; and
- Communications charges—telephone and Internet service.

Each court might have other items that would fall under either of the above categories. These are partial lists and are not intended to limit the types of expenditures available for reimbursement. Any expenditures being claimed as 100 percent reimbursable that are not on the above list must have the required backup (as explained below) and a brief explanation of why that charge should be fully reimbursed. In some cases, invoices might be claimed at a different percentage than that assigned by the AOC. For example, an item might be designated for use by only one individual working on the program. In that instance, the percentage of reimbursable time for that individual

would apply to the item. When in doubt, contact the AOC's AB 1058 grant accounting staff to discuss the best method of reporting an expense.

Where Did the Percentage Come From?

The payroll summary sheet calculates a percentage of reimbursable hours worked to total hours worked by each employee. The AOC has provided a program percentage for operating expense reporting, which appears on the bottom of the recap sheet next to “% of reimbursement allowed.” This percentage was originally calculated using an average of the percentages taken from a minimum of the first six months of payroll summaries for FY 2002–2003. The CSC and FLF components of the program each have a specific designated percentage, which will be updated annually.

Some courts have contract CSCs or FLFs, as well as support staff who are court employees. In this situation, the AOC has calculated a percentage based on staff hours that would be used to claim partially reimbursable expenditures.

If the FLF is a contractor whose agreement with the court requires the FLF to cover all expenses, then the percentage calculation does not apply.

In the event that court staff do not agree with the percentage assigned, they may request a review of the percentage and submit it to the AOC's AB 1058 program manager in writing (e-mail is preferred). Please include an explanation of why you think the percentage is not adequate, a proposal of what percentage you think should apply, and the methods used for determining this percentage. The AOC's AB 1058 program manager and grant accounting staff will review the request and proposal and determine if the percentage should be revised.

Alternative to Separating the Costs

Each court has the option of claiming operating expenses at the partially reimbursable percentage rate only. The benefit of this is the time saved in not separating the costs and listing them in two categories. All other requirements for reporting still apply. Note, however, that choosing this method of claiming operating expenses will result in a lower amount of reimbursement.

What Kind of Backup Will You Need When Reporting?

Each submission for reimbursement must include the mandatory operating expense recap sheet. When submitting an invoice for reimbursement, you must include a copy of each expense invoice or journal entry and that entry's supporting documentation. Each expenditure must have adequate backup to substantiate the claim. Each invoice must have the check or warrant number and date paid written on it. Journal entries or vouchers must show the entry number and date as well as a description of the charge and the dates covered by that entry. Journal entries for security costs or large purchases must include adequate information to determine what the charges include.

Invoices may be claimed as prior year expenses as long as the service or order date was within the contract period of July 1 through June 30. Invoices submitted at the end of the contract period/fiscal year must show clearly that the item was ordered before June 30. If the invoice does not list an order date, include a copy of the purchase order indicating that the funds were encumbered prior to fiscal year end and that the order date was June 30 or earlier. Invoices

submitted after the June invoice are considered supplemental and should be titled “June Supplemental” on the invoice face sheet.

It is not necessary to submit supplemental invoices during the contract period. Simply include the expense on the following invoice. Expenditures can be submitted for reimbursement at any time during the contract period provided that they are not paying in advance for an item.

The final invoice submitted for payment on a contract should be labeled “Final Invoice.” On payment of the final invoice, the contract will be closed and no further invoices will be paid against that contract.

AB 1058 Program Summary Sheet Instructions

The AB 1058 Summary sheet shows the detailed budget estimates for each line item cost and actual expenditures billed to date in the current grant period. Costs are divided into several categories:

- a) Personnel Costs – Enter the estimated total salaries and benefits costs of personnel working on the program.
- b) Indirect Cost – Effective FY 2006–2007, the AOC *Trial Court Financial Policies and Procedures Manual*, FIN 16.02, Indirect Cost Rate Proposal (ICRP), states that each court is to complete and submit an indirect cost rate proposal to the AOC for review and approval. On approval of the indirect rate, the court may charge the program for reasonable indirect costs. The approved rate, not to exceed 20%, is charged against the combined total salaries and benefits.
- c) Contractual Services – Enter the estimated costs of contractual services to be provided for the program (i.e. contracted commissioner, facilitator, bailiff, interpreter, court reporter)
- d) Travel Expense – Enter the estimated cost of travel related to the program.
- e) Rent – Enter the estimated cost of rent related to the program.
- f) Equipment – Enter the estimated cost of each item of equipment to be purchased. Items that have a useful life of more than one year and cost \$5,000 or more should be included in this category. The total costs of equipment includes modifications, attachments, or auxiliary apparatus necessary to make it usable for the program purposes including tax, shipping, installation, excluding any discounts.
- g) Other Direct Costs – This category should include the line item titles of any other direct grant expenses not covered in previous categories including services not requiring contractual agreements and minor equipment. The following are examples of line items that may apply: office supplies, printing expenses, communication expenses.
- h) Lists the actual expenses incurred in the line budgeted categories.

- i) Enter the base amount and federal option amount awarded for the current fiscal year. The built in formulas will calculate the total reimbursement amount. It will show the calculation breakdown as follows:
- **Expenditures Applied Toward Base Amount** – The amount of current month expenditures applied to base allocation, which is 100 percent reimbursable.
 - **Expenditures Applied Toward Federal Option** – The amount of current month expenditures applied to federal option, which requires a court match of 34 percent to drawdown federal share of 66 percent of expenditures to be reimbursed.
 - **Trial Court Share** – Calculation of the 34 percent court share of the amount applied to federal option.
 - **Federal Share** – Calculation of the 66 percent federal share of the amount applied to federal option.
 - **Total Reimbursement Amount** – Total reimbursement amount to court, which includes the expenditures applied toward base amount and the federal share of 66 percent.

AB 1058 Program Invoice Face Sheet Instructions

Below are the steps for properly completing the invoice face sheet.

Step 1: To request the required invoice forms, please e-mail mimi.ly@jud.ca.gov. The forms are created as Microsoft Excel worksheets.

Step 2: Provide the following information on the invoice face sheet:

1. **Invoice** – The word “**Invoice**” and a program title “**Child Support Commissioner Program**” or “**Family Law Facilitator Program**” and the **fiscal year** must appear at the top of the invoice.
2. **Remittance Address** – Name and address of the court if not included on the court letterhead. The address reported is where the court the payments should be sent.
3. **Accounting Contact Person** – The contact information of the person who will be able to answer questions regarding the AB 1058 invoices.
4. **Bill To** – The full address of the Judicial Council of California must appear on the face of the invoice. The State Controller’s Office will not pay any invoices received without this information.
5. **Contract #** – The contract number for the fiscal year and component of the program. Contract numbers are different for each fiscal year and component.

6. **Invoice for the Month of _____** – The month of the payroll or expenses being submitted. The contract allows up to six months for the submission of invoices for the prior fiscal year. Any invoices submitted after the June invoice are considered supplemental and should be titled June Supplemental. Be sure to use the contract number for the correct fiscal year when submitting supplemental invoices. The final invoice submitted for the fiscal year should be labeled “Final Invoice” and should be received by the AOC no later than December 31. On payment of the final invoice, the contract will be closed and no further invoices will be paid against that contract.
7. **Categories** – Allowable expenses:
 - **Personnel expenses** are the program salaries and fringe benefits reported on the mandatory payroll summary sheet. This form has separate preparation instructions. Please review the attached “AB 1058 Program Payroll Reporting Instructions” before completing the invoice.
 - **Operating expenses and equipment** are reported using the mandatory operating expense recap sheet. This form has separate preparation instructions. Please review the attached “AB 1058 Program Operating Expense Recap Sheet Instructions” before completing the invoice.
 - **Court indirect costs:** Effective FY 2006–2007, the AOC *Trial Court Financial Policies and Procedures Manual*, FIN 16.02, Indirect Cost Rate Proposal (ICRP), states that each court is to complete and submit an indirect cost rate proposal to the AOC for review and approval. On approval of the indirect rate, the court may charge the program for reasonable indirect costs. The approved rate is charged against the combined total salaries and benefits, as listed on the invoice face sheet.
 - **Total Expenditures** is the total expenses incurred for the current billing period. It is the sum of personnel, operating and indirect costs reported in the above categories.
 - **Total Reimbursable amount** is the total reimbursement from the base funding and the federal share of the federal drawdown option. This amount should match the “total reimbursement amount” reflected in the summary sheet.

Step 3: Print out the invoice forms.

Step 4: The authorized court official must approve and sign the invoice. **Please be sure to sign all invoices in BLUE ink to indicate original.**

The following certification language must appear on the invoice:

“I certify under penalty of perjury that the amount billed above is true and accurate in accordance with the contract.”

Please note: No invoices will be paid without this certification language. Incomplete or unsigned invoices will be returned to the court for completion.

Step 5: Mail the original invoice with supporting documentation and keep a copy for your records.

General Notes for Preparing Invoices

- First sort out the backup documentation, such as invoices.
- List the expenditures in the appropriate categories.
- Be sure to include a check or warrant number or a journal entry number.
- Check your figures. Make sure that the numbers add up.
- Make sure that every line item has backup and that it is in order according to the operating expense recap sheet. Backup that is missing or out of order slows the audit process and can delay payment of invoices.
- List the total amount of operating expenses claimed on the invoice sheet. Be sure that the total is brought forward correctly. The forms are all in Excel and can be linked, bringing the totals forward automatically.
- Once the invoice categories are filled in, run a calculator tape of the numbers. Different calculators and computers round the numbers differently. If the numbers don't add up, then correct the bottom line, even if it's only a one-cent difference. It is not necessary to include the calculator tape when submitting the invoice for reimbursement; running a tape is done simply to double-check that the amounts listed on the invoice add up.
- Check for original signatures on all pages that require them. Only original signatures will be accepted on the invoice face sheet and payroll summary sheet. Please sign in **BLUE** ink to designate the document as an original.
- Be sure the invoice sheet is titled "Invoice" and specifies either the CSC program or the FLF program and the fiscal year as it appears on the contract.
- Verify that the contract number listed is the correct one for the fiscal year and component of the program.
- If the backup for an item is several pages long, please do **NOT** staple the groups of pages.
- Please copy any small or odd-size invoices onto 8½" x 11" sheets. Do not submit invoices or backup on legal-size paper.

INVOICE

MAIL TO:

ADMINISTRATIVE OFFICE OF THE COURTS
GRANT ACCOUNTING
455 GOLDEN GATE AVENUE, 7th FLOOR
SAN FRANCISCO, CA 94102

SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____
ADDRESS: _____

CONTRACT NUMBER: _____
BILLING PERIOD: _____

PROGRAM TITLE: _____
PROGRAM PERIOD: _____

ACCOUNTING CONTACT: _____ PHONE NUMBER: _____
E-MAIL ADDRESS: _____ FAX NUMBER: _____

PROGRAM EXPENDITURES (FUND REQUESTED)	
CATEGORY	AMOUNT
PERSONNEL (Salaries & Benefits)	-
OPERATING EXPENSES & EQUIPMENT	-
INDIRECT COSTS	-
TOTAL EXPENDITURES	-
TOTAL REIMBURSABLE AMOUNT	\$ -

CERTIFICATION: I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE AMOUNT BILLED ABOVE IS TRUE AND CORRECT IN ACCORDANCE WITH THE CONTRACT.

COURT OFFICIAL (NAME & TITLE) : _____

SIGNATURE: _____ DATE _____

FOR AOC GRANT ACCOUNTING USE ONLY

REC'D: _____ PROGRAM: _____ CONTRACT NO.: _____
INVOICE DATE: _____ INVOICE NO.: _____ AMOUNT: \$ _____

PROGRAM MANAGER APPROVAL _____ DATE _____

AOC Invoice Instructions

ENTER INFORMATION ON SHADED AREAS ONLY. ORIGINAL SIGNED INVOICE IS REQUIRED TO PROCESS THE CLAIM FOR PAYMENT (USE BLUE INK). ALTERED FORM WILL NOT BE PROCESSED FOR PAYMENT.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF:

Enter county name.

REMITTANCE ADDRESS:

Enter court address where the payment is to be sent.

CONTRACT NUMBER:

Enter grant contract number as it appears on the contract.

BILLING PERIOD:

Enter billing period.

PROGRAM TITLE:

Enter program title as it appears on the contract.

PROGRAM PERIOD:

Enter the duration of the contract term. i.e.: July 1, 2009 through June 30, 2010.

COURT ACCOUNTING CONTACT:

Enter court accounting contact person's name who will be able to answer billing questions.

PHONE NUMBER:

Enter court accounting contact person's phone number.

E-MAIL ADDRESS:

Enter court accounting contact person's e-mail address.

FAX NUMBER:

Enter court accounting contact person's fax number.

PERSONNEL:

Enter total costs of personnel services claimed for this billing period.

OPERATING EXPENSES & EQUIPMENT:

Enter costs of all operating expenses claimed for this billing period.

INDIRECT COSTS:

Enter overhead costs claimed for this billing period.

TOTAL EXPENDITURES:

Enter total sum of all the above categories.

TOTAL REIMBURSABLE AMOUNT:

Enter the "total reimbursement" amount from Summary sheet.

CERTIFICATION:

The invoice includes the following required certification: "I certify under penalty of perjury that the amount billed above is true and correct in accordance with the contract." This certification may not be removed or modified.

COURT OFFICIAL'S NAME/TITLE AND SIGNATURE:

Enter an authorized court official's name and title who is authorized to sign the invoice.

DATE:

Enter the date the invoice is signed.

AB 1058 SUMMARY SHEET
FAMILY LAW FACILITATOR PROGRAM

A	B	C	D	E
Categories	Budget	Previously Billed Expenses	Current Reporting Period Expenses	Total YTD Expenses
Salaries				-
Fringe Benefits				-
Total Personnel Expenditures	-	-	-	-
Indirect Costs	20.00%			-
Operating Expenses				
Contracted Commissioner/Facilitator				-
Court Reporters				-
Interpreters				-
Training				-
Perimeter Security				-
Rent				-
Other Direct Costs (supplies, communication, etc.)				-
Total Operating Expenditures	-	-	-	-
Total Expenditures	-	-	-	\$ -

F	G	H	I	J
Funding Sources	Award Amount	Expenditures Applied From Prior Periods Expenses	Contract Balance Prior to Current Reporting Period	Current Period Reimbursement
Base Award		-	-	-
Federal Drawdown Option Award		-	-	-
Federal Share 66%		-	-	-
Court Share 34%		-	-	-
Total Reimbursement				\$ -

AB1058 Summary Sheet Instructions

Column A:

List of itemized expenditures

Column B:

Enter budget figures from Exhibit F (budget page) of current contract between AOC and Court.

Column C:

Enter total expenditures billed prior to current billing for the categories listed

Column D:

Enter expenditures being billed for current period

Column E:

Year to date total expenditures billed to program. (Built in formula to add columns C and D)

Column F:

Breakdown of funding sources - Base award and Federal Drawdown Option Award

Column G:

Enter award amounts for current contract period

Column H:

Breakdown of expenditures previously applied to base and federal drawdown option awards. (Built in formula to distribute expenditures to base and federal option awards)

Column I:

Contract balance prior to current reporting period (Built in formula to calculate remaining balance to apply current period expenditures)

Column J:

Breakdown of current period reimbursable expenditures. The total reimbursable amount should be carried forward to invoice face sheet. (Built in formula to calculate total reimbursable expenditures)

PAYROLL SUMMARY SHEET

PROGRAM TITLE: FAMILY LAW FACILITATOR PROGRAM

FISCAL YEAR: 2010-2011

REPORTING PERIOD: FROM: []

TO: []

A Item No.	B Name	C Job Title	D Gross Pay	E Gross Benefits	F Program Hours	G Non Program Hours	H=F+G Total Hours Worked	I Benefit Hours	J=H+I Total Paid Hours	K=F/H % of Program Hours of Productive Time	L=D/J*F Program Pay for Worked Hrs	Program Fringe Benefits			P=M+O Total Program Fringe Benefits	Q=L+P Total Prog Sal & Ben	R=D+E-Q Total Non Prog Sal & Ben
												M=E/J*(F+N) Reimbursable Employer Paid Benefits	N=F/H*I Reimbursable Benefit Hours	O=D/J*N Benefit Hours Amount			
1							-		-	0.00%	-	-	-	-	-	-	-
2							-		-	0.00%	-	-	-	-	-	-	-
3							-		-	0.00%	-	-	-	-	-	-	-
4							-		-	0.00%	-	-	-	-	-	-	-
5							-		-	0.00%	-	-	-	-	-	-	-
6							-		-	0.00%	-	-	-	-	-	-	-
7							-		-	0.00%	-	-	-	-	-	-	-
8							-		-	0.00%	-	-	-	-	-	-	-
9							-		-	0.00%	-	-	-	-	-	-	-
10							-		-	0.00%	-	-	-	-	-	-	-
11							-		-	0.00%	-	-	-	-	-	-	-
12							-		-	0.00%	-	-	-	-	-	-	-
13							-		-	0.00%	-	-	-	-	-	-	-
14							-		-	0.00%	-	-	-	-	-	-	-
15							-		-	0.00%	-	-	-	-	-	-	-
16							-		-	0.00%	-	-	-	-	-	-	-
17							-		-	0.00%	-	-	-	-	-	-	-
18							-		-	0.00%	-	-	-	-	-	-	-
19							-		-	0.00%	-	-	-	-	-	-	-
20							-		-	0.00%	-	-	-	-	-	-	-
21							-		-	0.00%	-	-	-	-	-	-	-
22							-		-	0.00%	-	-	-	-	-	-	-
23							-		-	0.00%	-	-	-	-	-	-	-
24							-		-	0.00%	-	-	-	-	-	-	-
25							-		-	0.00%	-	-	-	-	-	-	-
26							-		-	0.00%	-	-	-	-	-	-	-
27							-		-	0.00%	-	-	-	-	-	-	-
28							-		-	0.00%	-	-	-	-	-	-	-
29							-		-	0.00%	-	-	-	-	-	-	-
30							-		-	0.00%	-	-	-	-	-	-	-
31							-		-	0.00%	-	-	-	-	-	-	-
32							-		-	0.00%	-	-	-	-	-	-	-
33							-		-	0.00%	-	-	-	-	-	-	-
34							-		-	0.00%	-	-	-	-	-	-	-
35							-		-	0.00%	-	-	-	-	-	-	-
36							-		-	0.00%	-	-	-	-	-	-	-
37							-		-	0.00%	-	-	-	-	-	-	-
38							-		-	0.00%	-	-	-	-	-	-	-
39							-		-	0.00%	-	-	-	-	-	-	-
40							-		-	0.00%	-	-	-	-	-	-	-
TOTALS			-	-	-	-	-	-	-	0.00%	-	-	-	-	-	-	-

CERTIFICATION: I hereby certify under penalty of perjury that the information provided here accurately represents official records and any leave time charged or authorized to any grant included does not exceed leave time earned while working on the grant.

AUTHORIZED OFFICIAL: [] **TITLE:** []

SIGNATURE [] **DATE** []

AOC Grant Payroll Summary Instructions

PROGRAM TITLE:

Enter the title of the program that is being reported.

REPORTING PERIOD:

Enter the pay period starting and ending dates.

NAME:

Enter the name of the employee.

JOB TITLE:

Enter the job title of the individual employee.

GROSS PAY:

Enter the actual gross pay for the individual employee.

GROSS BENEFITS:

Enter the amount of employer paid benefits specific to the individual employee. This amount is transferred from the payroll records for the period reported. Do not use an aggregate percentage.

PROGRAM HOURS:

Transfer the program hours exactly as it is reported on the employee timesheets.

NON PROGRAM HOURS:

Enter all other hours not related to the program.

TOTAL HOURS WORKED:

Formula driven calculation of total program and non program related hours.

BENEFIT HOURS:

Enter all employer paid time off hours used by the employee for the reported period. Benefit hours include vacation, annual leave, sick leave, holidays, court leave, military leave or any other leave paid for by the employer. Do not include non-compensated hours such as accrued hours.

TOTAL PAID HOURS:

Formula driven calculation of total hours worked and benefit hours.

PERCENTAGE (%) OF PROGRAM HOURS:

Formula driven calculation of percentage of time worked that is reimbursable by the program for the period reported.

PROGRAM PAY:

Formula driven calculation of the total reimbursable salaries by the program for the reported period.

PROGRAM BENEFITS:

Formula driven calculation of the total program reimbursable employer paid benefits and paid benefit hours for the reported period.

TOTAL PROGRAM SALARIES AND BENEFITS:

Formula driven calculation of the total salaries and benefits reimbursable by the program for the reported

TOTAL NON-PROGRAM SALARIES AND BENEFITS:

Formula driven calculation of total non-program salaries and benefits.

AUTHORIZED OFFICIAL:

Enter an authorized official name and title. The authorized official must approve and sign the payroll summary sheet.

AOC Grant Program Timesheet Instructions

Any employee whose time is charged to a grant program of the AOC shall complete the mandatory grant timesheet. The AOC Grant Program timesheets are designed to list 100% of hours worked, otherwise called positive pay reporting. Federal regulations require that all hours worked by an employee must be accounted for, regardless of whether or not it is reimbursable by the grant. This listing includes those hours worked on multiple programs, as well as total hours for employer paid time off (PTO). Employer paid time off includes, but is not limited to, holidays, vacation, sick leave, jury duty, etc.

When completing the Time Sheet, list the following:

Employee Name: Enter the name of the employee submitting the timesheet.

Pay Period: Enter the pay period starting and ending dates. The timesheet should be completed according to the court's pay periods. If the employee is listing two pay periods on one timesheet, list the starting date of the first pay period and the ending date of the second. For example: A court pays their employees on a bi-weekly basis. The first pay period runs from April 30 through May 13 and the second pay period runs from May 14 through May 27. The pay period starting date would be listed as April 30 and the pay period ending date would be listed as May 27. This timesheet would be included in the billing for May.

Date (Column A): Enter the dates according to the pay period starting and ending dates as explained above.

Program Name (Column B thru H): Enter the names of all grant programs that the employee worked on during the pay period in the columns labeled C through H. It is possible for an employee to work on more than one program in an 8 hour period. The hours would be listed according to the time spent on each program. For example: an employee worked in the morning, from 8:00 to 12:00 on Title IV-D support matters, and from 1:00 to 5:00 on Self Help matters, such as domestic violence, custody and visitation and small claims. The employee would list 4 hours in the column labeled Title IV-D Support Hours, and 4 hours in the column labeled TCTF/TCIF Self Help Hours.

Other Hours (Column I): Enter all hours not associated with any grant or MOU programs, such as hours spent on general administrative duties.

Total PTO Used (Column K): Enter any employer paid time off in this column. Employer paid time off includes all employer paid time off, such as holidays, vacation, annual leave, sick leave, jury duty, maternity leave or military leave.

Total Hours Including Paid Time Off (Column L): The timesheet is designed to calculate the total hours worked and PTO used for each day.

Total Hours: The timesheet is designed to calculate the total hours worked by program and to tally the total hours and paid time off for the pay period(s) listed.

Certification: The timesheet includes the following required certification: “I certify under penalty of perjury that this timesheet accurately represents actual time worked.” This certification may not be removed or modified.

Employee Signature and Date: The employee must sign and date the timesheet in order for it to be included in the grant claim.

Supervisor Signature and Date: The supervisor must sign and date the timesheet to approve the time and allow it to be included in the grant claim.

Retention: Original timesheets must be kept on file at the court for the period of time indicated in the contract or MOU of each program listed. The AOC may request the court to submit copies of timesheets for internal review or for review by state or federal auditors.

AB 1058 Child Support Commissioner and Family Law Facilitator Program Contractor Activity Log Instructions

Any contractor whose time is charged to the AB 1058 Child Support Commissioner and Family Law Facilitator Program (AB 1058) must complete the mandatory program Contractor Activity Log. All hours charged to the grant must be accounted for. It is common to work on AB 1058 matters as well as those of other programs, such as Self Help.

AB 1058 Contractor Activity Logs are designed to list 100% of hours worked, including those worked on multiple programs, as contracted by the court.

When completing the *Contractor Activity Log* list the following:

Court Name: Enter the name of the county where the court is located.

Fiscal Year: Enter the State fiscal year. The State fiscal year runs from July 1 to June 30.

Contractor Agency Name: Enter the agency name of the contractor submitting the activity log. Leave blank or enter "n/a" if there is no agency.

Name of Person Performing Work: Enter the name of the person performing the work.

Billing Period: Enter the billing period covered by the activity log. The time included should fall within the month being claimed, or before. No time can be charged to the grant in advance of the work being performed.

Date: Enter the dates according to the billing period starting and ending dates as explained above.

Total Hours Worked-All Programs: The activity log is designed to calculate the total of all hours worked on all programs. This should total 8 hours, unless a contractor is scheduled to work other than an 8 hour shift. If a contractor is completing the timesheet manually, this column must be manually totaled and that total entered.

Total Hours: The activity log is designed to calculate the total hours worked by program.

Certification: The activity log includes the following required certification: "I certify under penalty of perjury that this activity log accurately represents actual time worked." This certification may not be removed or modified.

Contractor Signature and Date: The contractor must sign and date the activity log in order for it to be included in the grant claim.

Retention: Original activity logs must be kept on file at the court for the period of time indicated in the contract or MOU for each program charged. Copies of the activity logs will be submitted with the grant claims in accordance with the reporting requirements of each contract or MOU.

Superior Court, County of _____

100% Reimbursable Expenditures

Category	Vendor Name	Description	Invoice #	Check/Warrant #	Date Paid	Amount
ex: Contracted Facilitator	Jon Hanks	Services for 7/1 -7/30	123456	00001-151546	8/1/09	2,500.00
ex: Interpreter	Mel Sims	Half day services for 7/29	12222	00001-151550	8/2/09	150.00
ex: Training	Tracy Haggerty	CSDA Reg. Fee 7/15-7/18	71809	00001-151551	7/1/09	175.00

Sub-Total **\$ 2,825.00**

Partially Reimbursable Expenditures

Category	Vendor Name	Description	Invoice #	Check/Warrant #	Date Paid	Amount
ex: Office Supplies	Corporate Express	Office Supplies	15465	00001-151547	8/1/09	100.00
ex: Rent	Greenhaven Leasing Co.	July Rent	15466	00001-151548	8/1/09	2,000.00
ex: Perimeter Security	County Sheriff's Dept.	July Shared Perimeter Security Costs	15477	00001-151549	8/1/09	

Sub-Total **2,100.00**

Reimbursable Operating % 54.60% **\$ 1,146.60**

Total Operating Expenditures **\$ 3,971.60**

** Total billable amount = total of 100% Reimbursable Expenditures + Adjusted total of partially Reimbursable Expenditures