

Guidance Memo
on
Requirements For SSBG Audit

The following information is a suggested listing and description of potential documentation, reports, data and forms that can be used to adequately support costs charged to the SSBG grants. The information presented in this memo does not purport to be an exclusive list and it does not preclude each provider from using any other similar or generic forms or other items in their normal course of business to support costs charged under their contract.

I. Programs with SSBG funds charged to labor cost.

- a) Employees whose payroll cost is 100% charged to grant activities should have a weekly timesheet that displays total hours worked each day, a clear indication of program name, the grant activity performed by the employee on the timesheet and a signature from the employee and supervisor approving the hours & activities. (See DCF Contract Reimbursement Manual – Section (4.6.1.2) for detail regulations and additional information.) (Also See Example #1- timesheet below.)

- b) Employees whose payroll cost is partially charged to grant activities should have a weekly timesheet that displays total hours worked each day and the distribution of the total hours and activities between each grant program. In addition, the timesheet should include a clear indication of the grant activities performed by the employee and a signature from the employee and the supervisor approving the hours & activities. (See DCF Contract Reimbursement Manual – Section (4.6.1.2) for detail regulations and additional information.) (Also See Example #1 - timesheet below.)

EXAMPLE #1 TIMESHEET

NJ ORGANIZATION OF USA									
Weekly Payroll Timesheet									
		DATE							
Employee Name	Mickey Mouse	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
PROGRAM NAME	(Sandy) DV-Staffing program	2/3	2/4	2/5	2/6	2/7	2/8	2/9	
Case Management for Sandy Victims		8				8			
Support service work (Screening new clients & counseling activity)			3.5						
Outreach work (Salvation Army & Rescue Mission on NJ)			4.5						
PROGRAM NAME	FORD Foundation Children's Services								
Designing & Researching children's special programming				8	8				
Total Hours		8	8	8	8	8			40
Prepared by:	<u>Mickey Mouse</u>	<u>2/15/14</u>							
	(Employee Name & Date)								
Approved by:	<u>Walt Whitman</u>	<u>2/18/14</u>							
	(Employee Name & Date)								

- c) Employee Expense reports – The employee should have an expense report listing all charges or expenses submitted for reimbursement. The expense report should include a detail description of items purchased or costs incurred (ex; mileage, etc.), the date of the expense, a brief statement of why the expense was needed and the actual purchase receipt from the store/or vendor. In addition, the expense report should contain a signature from the employee, the approving supervisor and include a signature date.