

AB 1058 Administration & Accounting Training

21th Annual Child Support Training Conference
September 14, 2017

Anna Maves, AB 1058 Program Manager
Paul Fontaine, Supervising Accountant
Abutaha Shaheen, Grant Accountant

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Agenda

- Introductions
- Program Manager's Update
- Program Changes
- Discrepancy Rate and Impacts
- Invoice Cycle
- Administrative and Grant Reporting Requirements
- Cost Treatments and Methods of Allocation
- Program Modifications
- Contract Form Exercises
- General FAQ Session

2

AB 1058 Program Manager Update

Agenda

- Child Support Program Overview
- Contractual Agreements and Deliverables
- Program Audits
- Program Activities and time reporting
- Program Funding Status and Updates
- Mid-Year Reallocation Process
- Program Budget Implications and Solutions

4

AB 1058 Program Overview

What is the AB 1058 Program?

- Legislative mandated IV-D program
- Enforce child support cases
- Collection and distribution of payments
- Provide health care coverage to support child

5

Title IV-D Program Services

- Locate noncustodial parents
- Establish paternity
- Establish child support orders
- Enforce child support orders
- Collection and distribution of support

6

AB 1058 Program Overview

Government Roles

- Federal (Office Of Child Support Enforcement, OCSE)
 - Funding to establish program
 - Policies & Regulations
- State Administer (DCSS & Judicial Council)
 - Child Support Commissioner (CSC)
 - Family Law Facilitator (FLF)
- Local services provided
 - Courts
 - LCSA

7

AB 1058 Program Contracts

- Contract between DCSS and Judicial Council
- Contract between Judicial Council and Local Court
 - Block grant subject to expectation of a standard package of "services"
 - Court Deliverables

8

Standard Service Package

- Expectations
 - CSC calendar time, FTEs and support staff
 - Court reporters & interpreters
 - Security
 - Training Requirements

9

Court Deliverables

- Plan of Cooperation with Local Child Support Agency (LCSA)
- Disclosure of all funding sources
- Written contract between contracted FLF and CSC
- Quarterly FLF Data Report (customer service statistics)
- Written FLF Office Complaint resolution process

10

AB 1058 Program Audits

11

AB 1058 Program Audits

- Historical Audits
 - Office of Child Support Enforcement (OCSE)
 - Judicial Council
- Current Audits
 - Department of Child Support Audit (DCSS)
 - Department of Finance

12

AB 1058 Program Audits

- Department of Child Support Audit Update
 - Compliance of federal and state regulations
 - Completion of program deliverables
 - Proper accounting records and adequate documentation
 - Program cost efficiencies
 - Consistency of application of cost

13

DCSS Audits

- Department of Child Support Audit Update
 - Completed 10 on-site audits during FY 2016-2017 of the CSC and FLF program.
 - Where there have been audit findings, courts have submitted corrective action plans.
 - DCSS has not provided a demand letter to the Judicial Council.
 - DCSS has identified addition courts for audits for FY 2017-2018.

14

Significant Audit Findings

- Documentation of Time Working on the Grant
 - The grant requires that individuals working on the grant specifically identify that time and only submit time worked for reimbursement.
 - Where there has been insufficient support for the timesheets submitted, there have been audit findings.
 - Disallowed personnel costs impact indirect costs.
 - Program staff has provided additional training on the requirements of time studying.

15

AB 1058 Program Audits

- Department of Finance Audit
 - Financial statements
 - Proper accounting records and adequate documentation
 - Internal control - Segregation of duties
 - Authorized approvals
- Judicial Council Audit
 - Operations/Internal Control
 - Contract Compliance

16

AB 1058 Program IV-D Services

17

AB 1058 Commissioner vs. Other Family Law Services

AB 1058 Services

- Child support cases opened at LCSA
- Child Support matters
- Paternity matters
- Companion Spousal support matters
- Health insurance matters

Other Family Law Services

- Non-LCSA parentage/child support cases heard by commissioner
- Domestic Violence
- Custody and Visitation
- Dissolution of marriage issues other than support
- Adoptions
- Juvenile Delinquency

18

FLF Program Expansion

- Increase merge of Family Law Facilitator and Self-Help offices
- Separation of Funding
 - IV-D Program funds
 - Self Help funds
 - Other court program funds
- Understanding of activities between AB 1058 facilitator, self help and other family law functions

19

AB 1058 Family Law Facilitator Functions

Title IV-D

- Child support cases opened at LCSA
 - Child Support matters
 - Paternity matters
 - Companion Spousal support matters
 - Health insurance matters

Outreach Activities

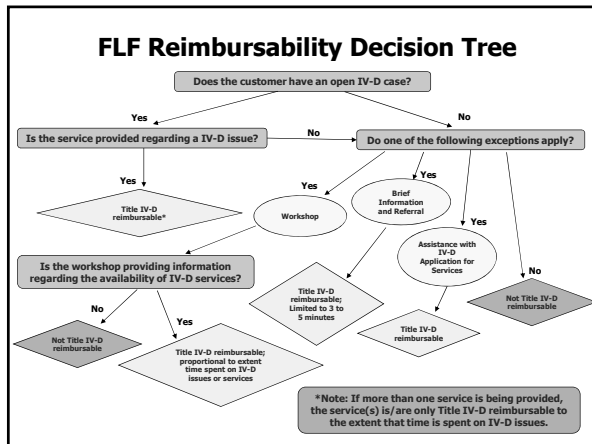
- Child support cases not yet filed at the LCSA.
 - Providing information & referral services
 - Distributing court forms
 - Brief Explanation of court process

20

Self-Help and other family Law Functions

- Domestic Violence
- Custody and Visitation
- Dissolution of marriage issues other than support
- Adoptions
- Juvenile Delinquency
- Non-Child Support Related Activities
- Other non-grant activities, i.e. General court administration

21



AB 1058 Program Funding Update

23

- ### AB 1058 Program Funding
- Program Funding Sources:
 - Title IV-D Funding
 - 2/3 Feds & 1/3 State
 - Trial Court Trust Fund
 - Expanded Services (DV, Custody-Visitation-Dissolutions)
 - Self Help
 - Other grant and non-grant funds
 - Interpreter, security, court construction funds
- 24

AB 1058 Program Funding

Federal Drawdown Option

- Short term alternative began FY 07-08
- Additional federal funds
- Requires court contribution
- Subject to a cap

25

Federal Drawdown Option

Mechanism for the courts to recover two-thirds of additional program costs beyond the base maximum

Example:

Court expenses exceed base allocation by \$300.

- Court Share (1/3) - \$100
- Federal Share (2/3) - \$200

26

AB 1058 Program Funding

- The contract between the Judicial Council and DCSS has not been signed for FY2017-2019, but DCSS has indicated program funding will be flat.
- Decrease in Child Support Program base funding for FY 08-09 + increase in federal draw down option
- Flat funded in Child Support Program for FY 07-08 + federal draw down option

27

Expenditure Categories

- Expenditure categories are consistent for both the CSC and FLF Programs
 - Salaries
 - Benefits
 - Operating Expenses
 - Indirect

28

AB 1058 Program Mid-Year Reallocation

- Annual Court Questionnaire
 - Assume current program level
 - Exclude program expansion
 - Exclude program enhancements and new facility leases
 - Expenditures to date (used to calculate funding for remainder of year)
- Review and evaluation by Judicial Council
- Requires Judicial Council-Court contract amendment to move the funding between courts
- Continue reimbursement process using amended budget amounts

29

Administrative Mid-Year Reallocation Process

- At the end of the FY Judicial Council staff provide a financial analysis with spending projections for remainder of the fiscal year.
- Courts certify budgets, verify matching funds and return funds it will not use.
- Administrative Director authorized to move funds to courts who have already exhausted or projected to exhausted grant funds.
- Contract amendments sent to courts to execute.

30

AB 1058 Funding Allocation Joint Subcommittee Update

- Joint Subcommittee comprised of representatives from three Judicial Council Advisory Committees and DCSS
- Charged by the Judicial Council to reconsider the funding allocation to the trial courts. This includes:
 - Beginning of the FY allocations, and
 - Reallocation of funds at Mid-year

31

Significant Program Changes

32

Changes to the Budget Forms

The image displays two budget forms side-by-side. The left form is titled 'Budget Form' and the right form is titled 'Budget Form'. Both forms have a header section with 'Page 1' and 'Page 2' labels. The forms contain various columns and rows for budgeting, with some cells highlighted in grey to indicate changes. The forms are complex and contain many small text labels and numerical fields.

Budget Forms are locked

PERSONNEL	A	B	C	D
	IND	FTE	SALARY	BENEFIT
JURY/LAW FACILITATOR				
ATTORNEY				
CLERK/PARALEGAL				
MANAGER/SUPERVISOR				
OTHER OFFICERS				
OTHER OFFICERS				
SUBTOTAL COURT SUPPORT STAFF				
TOTAL PERSONNEL SERVICES				

- Enter only in green cells.
- IND – New column to collect individuals
- FTE – Total time billed into the program
- Condensed Categories with 3 optional personnel categories available
- Salaries and Benefits are now sum of total salaries for each classification

OPERATING EXPENSES AND EQUIPMENT			
OPERATIONAL SUPPLIES			
CONTRACT COURT REPORTER			
CONTRACT COURT REPORTER			
CONTRACT COURT REPORTER			
CONTRACT SERVICES			
OFFICE SUPPLIES, BOOKS, PRINTS, PUBLICATION, POSTAGE, TRAINING, PUBLICATIONS, JURY DUES			
OFFICE SUPPLIES			
OFFICE CONTRACTS			
OFFICE EQUIPMENT			
OFFICE SUPPLIES			
OFFICE SUPPLIES			
OFFICE SUPPLIES			
OFFICE SUPPLIES			
OFFICE SUPPLIES			
OFFICE SUPPLIES			
TOTAL OPERATING EXPENSES			

- Budget includes cells to account for FTE and contract personnel
- Budget allows courts to document any change in the indirect rate from beginning to midyear budgets
- New cell to show amount spent by court in excess of required 34% FDD

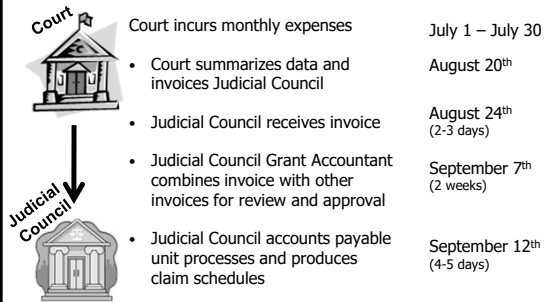
Impact to Invoicing

- New budget forms will not change the current invoicing process
- The AB1058 program is still a reimbursable grant
- Courts should continue to submit itemized invoices

Budget Modification

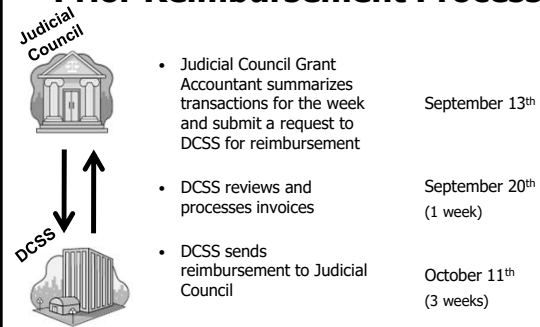
- Budget modification can be submitted at any time during the year
- Budget modification should be sent to this email address: ab1058@jud.ca.gov
- CFCC staff will process budget modification at the end of each month and request any additional documentation from courts at that time

Prior Reimbursement Process

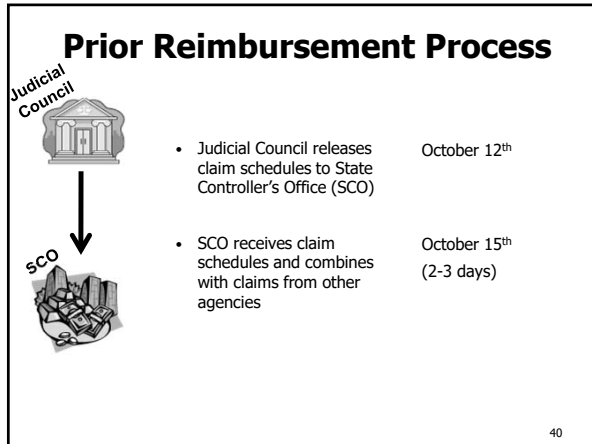


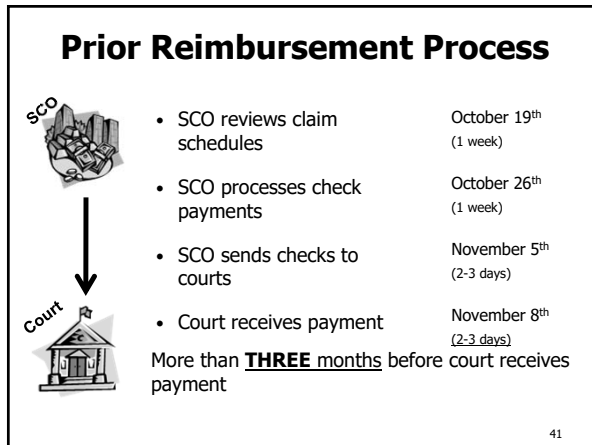
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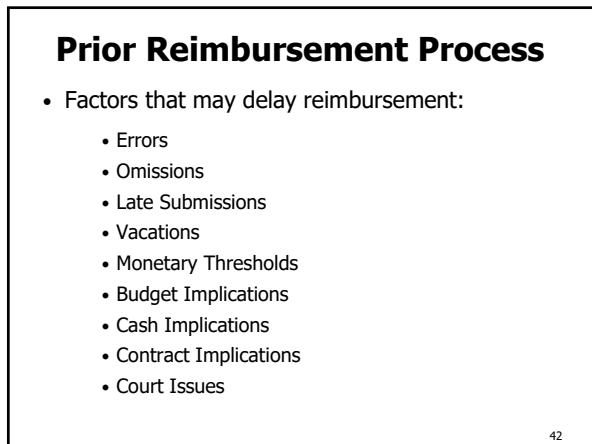
Prior Reimbursement Process



39







New Reimbursement Process



Court incurs monthly expenses July 1 – July 30

- Court summarizes data and invoices Judicial Council August 20th

- Judicial Council summarizes all invoices received and notifies Grantor August 20th

- Grantor transfers funds to SCO September 1st

- Judicial Council processes and produces claim schedules August 21st – September 15th



43

New Reimbursement Process



- Judicial Council releases claim schedules to State Controller's Office (SCO) September 15th

- SCO receives claim schedules and combines claims with other agencies September 17th



44

New Reimbursement Process



- SCO reviews claim schedules September 10 - 24th (1 week)

- SCO processes check payments September 17 – 30th(1 week)

- SCO sends checks to courts September 19th - October 2nd (3 days)


- Court receives payment September 21th - October 4th (3 days)



45


New Reimbursement Process

Judicial Council



↓

SCO



- Judicial Council advises Grantor of claims released from July cycle September 20th


- Judicial Council advises Grantor of claims received for August cycle September 20th

- Grantor transfers net funds to SCO October 1st

46


New Reimbursement Process

SCO



↓

Court



Invoice Cycle Decreased by at least 4 to 6 weeks

* DSCC Allows 1 Billing per Month

47

New Reimbursement Process

- Factors that may delay reimbursement:
 - All factors included in existing process
 - Missed deadlines

- All delayed claims revert to old processing method

- Advance funding is a one time opportunity
Per Cycle

48

New Reimbursement Process

- Priority given to complete accurate claims
- Claims with errors/ommissions reviewed after complete claims processed
- Priority given to claims submitted on time

49

New Reimbursement Process

- Major Assumption With New Invoice Process
 - Audit of claims - Grantor requirement
 - Grantor will accommodate payments to claimants with history of no adjustments
 - New process only applies with Federal funds

50

New Reimbursement Process

Process Treatment for Errors or Omissions

- Claims with simple and obvious errors will be adjusted and processed (Courts notified of adjustment by email at time of claim submission)
- Claims with missing or incomplete data will revert to standard process (Courts notified by email that claim is abayed until error or omission is cleared)

51

New Reimbursement Process

Process Treatment for Errors or Omissions

- Claims submitted for payment are deemed complete once received by SCO
- No further payments can be made on a submitted claim

52

New Reimbursement Process

July 2016 Data

- Total number of Contracts (FLF and CSC) 109 \$ 53,949,062
- Total Contracts Not Received by August 20 98 91%
- Number of July Claims Received by August 20th 11 10%
- Claims Received with Outstanding Issues 1 1%
- Number of Claims Payable 10 10%

If deemed that JC/AOC retains unreimbursed funds, new reimbursement process will be discontinued

53

New Reimbursement Process

July 2016 Data

- Estimated Overall July Expenses \$ 4,495,755
- Expenses Reflected on Claims Received \$ 410,922 11%
Amount Received from Grantor on Sept 15th
- Expenses Submitted to State Controller on Sept 17th \$ 390,505 9%
- Funds returned to Grantor \$ 20,417 1%

If deemed that JC/AOC retains unreimbursed funds, new reimbursement process will be discontinued

54

New Reimbursement Process

	July	August	September	October	November	December	January	February	March	April	May	June
Contracts Included	100	100	100	100	100	100	100	100	100	100	100	100
Contracts Signed	10	79	79	88	105	100	100	100	100	100	100	100
Claims Received	11	95	109	159	157	147	153	131	146	176	137	117
Cumulative Claims Received	11	106	215	374	531	678	831	962	1112	1288	1425	1542
Claims Able to Process	10	79	79	120	158	116	120	115	113	120	115	100
Cumulative Claims Processed	10	89	161	281	439	514	653	768	880	1000	1115	1214
Claims Not Processed	1	16	37	39	51	29	18	16	24	40	22	17
Percent of Claims Able to Process	91%	83%	66%	81%	68%	80%	89%	88%	84%	74%	84%	69%
Cumulative Claims Expended	110	210	320	437	548	650	764	873	985	1091	1204	1309
Cumulative Claims Not Reimbursed	99	111	113	61	11	24	-71	-39	-130	-197	-224	-212
(000)												
Claims Received	411	2,738	5,067	7,159	5,845	6,076	6,994	6,108	6,987	7,819	4,488	5,482
Claims Able to Process	391	2,229	3,603	6,128	4,075	5,104	5,664	4,401	5,024	4,861	2,938	2,428
Advance Received	411	2,515	3,875	5,195	4,705	4,388	5,688	4,898	4,414	5,251	2,488	3,422
Draw Carry Forward		20	307	578	643	1,333	610	634	1,101	491	881	411
Total Advance Available	411	2,535	4,182	6,771	5,409	5,713	6,299	5,503	5,515	5,742	3,369	3,833
Payments Made	381	2,229	3,603	6,128	4,075	5,104	5,664	4,401	5,024	4,861	2,938	2,428
Advance Carry Forward	20	307	579	641	1,313	610	634	1,101	491	881	411	1,406
Payment Rate	90%	28%	31%	38%	24%	21%	20%	19%	14%	13%	7%	7%
Cumulative Amount Payable	4,496	8,992	13,487	17,981	22,479	26,975	31,470	35,966	40,462	44,958	49,451	53,948
Cumulative Amount Paid	381	2,619	6,222	12,350	16,426	21,529	27,194	31,595	36,619	41,480	44,418	46,845
Cumulative Amount Unpaid	4,115	6,373	7,265	5,631	6,053	5,445	4,277	4,371	3,843	3,478	5,033	7,103

55

New Contract Cycle Timeline

56

New Reimbursement Timeline



**Contract Cycle
Decreased by 2 to 7
Months**

**Initial Invoice Cycle
Decreased by 2 to 7
Months**

57

New Reimbursement Timeline

**Claims Received
On Time
Error Free**

**Funding Cycle Reduced
by 4 to 6 Weeks**

58

New Reimbursement Timeline

**Error Tracking and
Management**

59

AB 1058 Funding Impacts

Examples of claim deficiencies

- Payroll summary form
 - Wrong pay period
 - Pay period not matching time sheets
 - Reported hours not matching time sheets
 - Altered formulas
 - Manual entry over-ride on formulas
 - Missing approver title and signature
 - Certification clause missing
- Summary form
 - Changing budget line items
 - Moving categories without approval
 - Altered forms
 - Missing court name

60

AB 1058 Funding Impacts

Examples of claim deficiencies

- AB 1058 contract not active
- Invoice Form
 - Altered form
 - Contract number wrong or missing
 - Program period wrong
 - Court address wrong
 - Contact information wrong
- Timesheet Form
 - Not reporting 100% of time
 - Non program hours missing
 - Altered certification
 - Missing signatures
 - Program titles missing

61

AB 1058 Funding Impacts

Examples of claim deficiencies

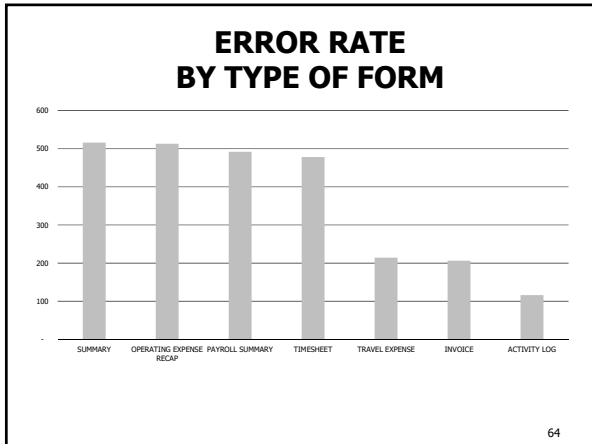
- Missing expenses on operating recap form
- Claims in excess of amount on summary
- Excessive Documents
- Electronically Submitted
 - Cannot be used to Substantiate Claims
 - Network cannot support claims (storing/transmitting)
 - Blocked on entry

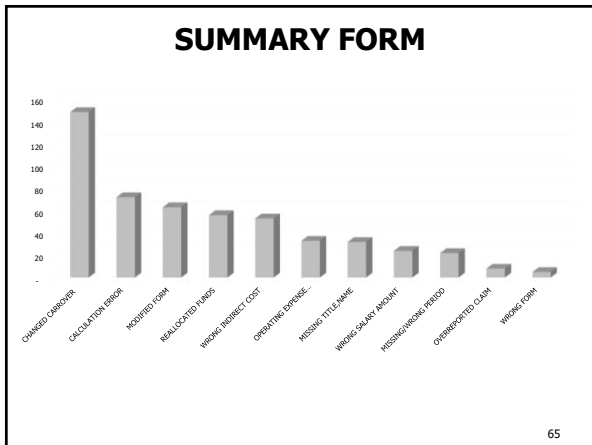
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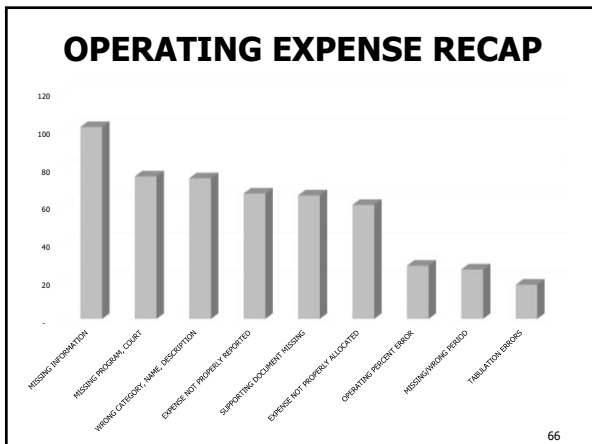
Examples of operating Expenses Errors

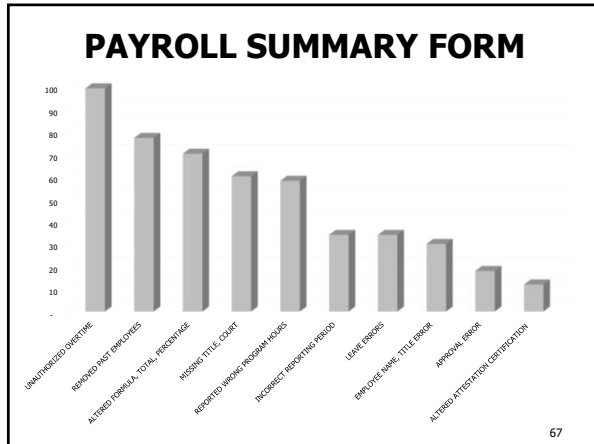
- Publications
- Membership dues
- Bar/dues donations
- Child Support calculator
- Missing documentation
- Missing contracts
- Contractor activity log
- Non program training
- Phoenix Printouts
- Calculations wrong
- Duplicate indirect cost
- Expenses over \$5k
- Missing Payment information
- No program benefit
- Avoidable Costs

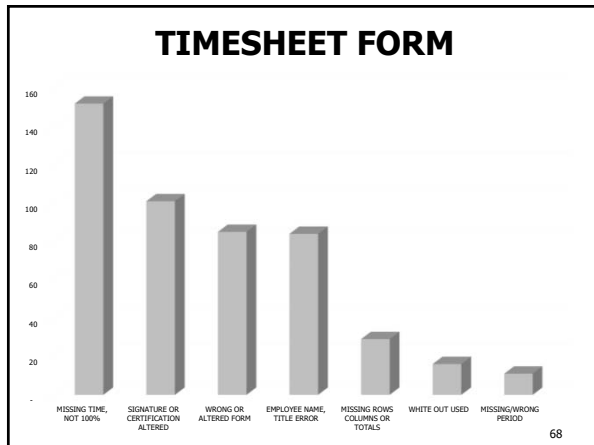
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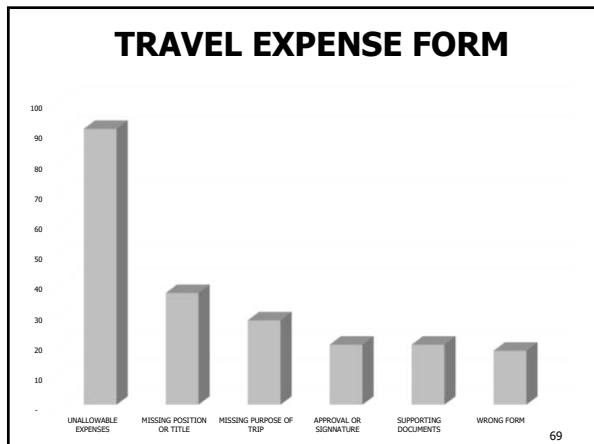


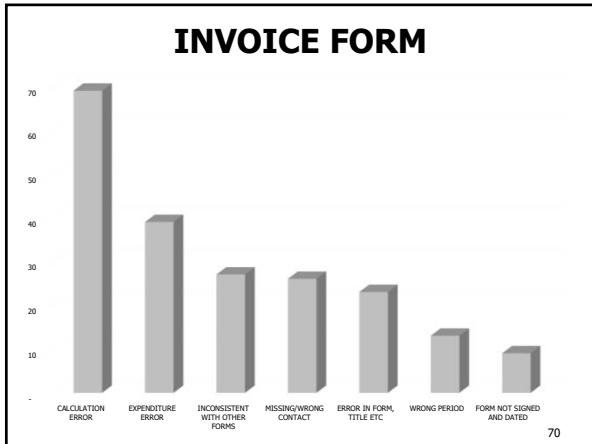


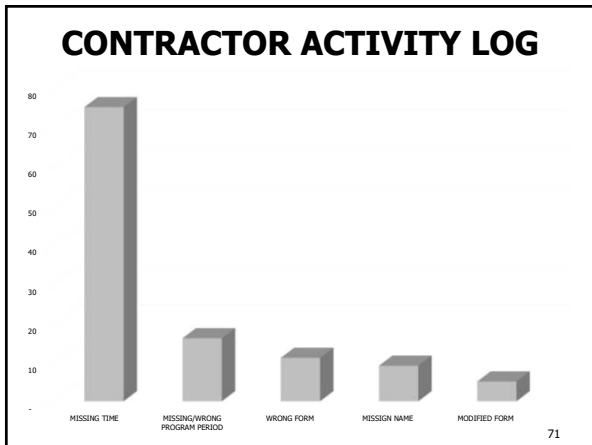












Grant Reimbursement Improvements

- **Faster Funding from DCSS**
- **Contract Cycle Decrease**
- **Error Tracking / Management**

72

**Proposed Grant
Improvements**

**At Judicial Council's Request
Provide Data Necessary To:**

- **Modified Mid-Year Reallocation**
- **Provides Additional Contract Options For Review**

73

AB 1058 Funding Impacts

- Impacts to the Grant Processing
 - More frequent claims submissions
 - More new charges
 - More audit items

74

AB 1058 Funding Impacts

- Impacts to the Courts
 - Program audit requirements
 - Federal audit requirements
 - State audit requirements
 - DCCS audit require
 - Increase in processing time

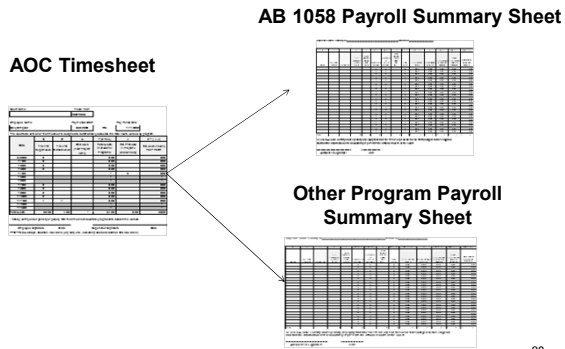
75

AB 1058 Timesheets

- Timesheet – Court employees (W-2)
- Contract Activity Log – Contractors (1099)
- Positive Reporting- account for 100% of time
- Increments of 15 minutes
- Furlough days not reported on timesheet
- Must be completed and signed by employee and reviewed approved by supervisor

79

AB 1058 Payroll Summary Sheet



80

AB 1058 Payroll Summary Sheet

- Salaries & Wages
 - Gross salary for the pay period
 - 100% of time distribution for the pay periods being reported
 - Proportional overtime wages related to Title IV-D matters
- Benefits Types
 - Fringe benefits: social security, employee insurance: life, health, unemployment, workers compensation, pension plan costs, and other similar benefits
 - Paid Leave: vacation, annual leave, sick leave, holidays, court leave, and military leave
 - Cannot bill more leave hours than earned while working on the program

81

AB 1058 Payroll Summary Sheet

PAYROLL SUMMARY SHEET
PROGRAM TITLE: CHILD SUPPORT COMMISSIONER PROGRAM FISCAL YEAR: 2009-2010
REPORTING PERIOD: FROM: _____ TO: _____

J	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Job No.	Job Title	Gross Pay	Gross Benefits	Program Hours	Non-Program Hours	Total Hours	Total Pay	Total Benefits	Total Pay/Benefits	Program Pay/Reimbursable	Non-Program Pay/Reimbursable	Program Pay/Reimbursable	Non-Program Pay/Reimbursable	Program Pay/Reimbursable	Non-Program Pay/Reimbursable	Program Pay/Reimbursable	Non-Program Pay/Reimbursable	Program Pay/Reimbursable	Non-Program Pay/Reimbursable
1																			
2																			
3																			
4																			
5																			
6																			
7																			
TOTALS																			

CERTIFICATION: I hereby certify under penalty of perjury that the information provided here accurately represents official records and will be compliance with the program contract.

AUTHORIZED OFFICIAL: _____ TITLE: _____
SIGNATURE: _____ DATE: _____

SSC-3 PAYROLL SUMMARY SHEET (REV 07-03)

AB 1058 Operating Recap Sheet

AB 1058 Operating Recap Sheet Child Support Commissioner Program FY 2009-2010

Superior Court, County of _____

Category	Vendor Name	Description	Invoice #	Check/Variant #	Date Paid	Amount
100% Reimbursable Expenditures						
Contracted Commissioner	Jonhanka	Services for 7/2-7/30	123456	00001-651646	8/1/09	2,500.00
Interpreter	Mel Sims	Half day services for 7/29	12222	00001-651650	8/1/09	150.00
Training	Tracy Haggerty	CSCA Reg. Fee 7/15-7/18	71809	00001-651651	7/1/09	175.00
						Sub-Total \$ 2,825.00
Partially Reimbursable Expenditures						
Office Supplies	Corporate Express	Office Supplies	15485	00001-651647	8/1/09	100.00
Rent	Greenhousen Leasing Co.	July Rent	15486	00001-651648	8/1/09	2,000.00
Performer Security	County Sheriff's Dept.	July Sheriff's Performer Security Costs	15477	00001-651649	8/1/09	
						Sub-Total \$ 2,100.00
						Reimbursable Operating \$ 4,925.00
						Total Operating Expenditures \$ 5,971.60

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

- ## 100% Reimbursable Expenses
- Contracted Facilitators and Commissioners
 - Contracted Temporary Employees
 - Court Interpreter Expenses
 - Bailiff Expenses (proportionate to Commissioner hrs)
 - Travel expenses
 - Pre-approved Training/Conferences (1 per year)
 - Pre-approved memberships

Partially Reimbursable Expenses

- Perimeter security
- Rent
- Office Supplies
- Equipment

85

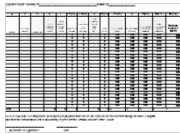
Pre-Approved Expenses

- Written prior approvals required:
 - Minor Remodeling
 - Equipment Purchases > \$5,000

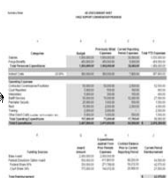
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AB 1058 Summary Sheet

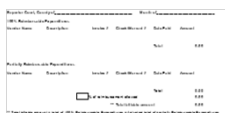
Payroll Summary Sheet



AB 1058 Summary Sheet



Operating Recap Sheet



87

AB 1058 Summary Sheet

Summary Sheet AB 1058 SUMMARY SHEET FY 2009-2010 CHILD SUPPORT COMMISSIONER PROGRAM

A	B	C	D	E
Categories	Budget	Previously Billed Expenses	Current Reporting Period Expenses	Total YTD Expenses
Salaries	1,500,000.00	1,500,000.00	30,000.00	1,530,000.00
Fringe Benefits	450,000.00	450,000.00	9,000.00	459,000.00
Total Personnel Expenditures	1,950,000.00	1,950,000.00	39,000.00	1,989,000.00
Indirect Costs 20.00%	390,000.00	390,000.00	7,800.00	397,800.00
Operating Expenses	50,000.00	50,000.00	2,500.00	52,500.00
Contracted Commissioner/Facilitator	5,000.00	5,000.00	100.00	5,100.00
Court Reporters	5,000.00	5,000.00	100.00	5,100.00
Interpreters	5,000.00	5,000.00	100.00	5,100.00
Bank Services	15,000.00	15,000.00	300.00	15,300.00
Penetration Security	25,000.00	25,000.00	500.00	25,500.00
Rent	15,000.00	15,000.00	300.00	15,300.00
Training	2,000.00	2,000.00	40.00	2,040.00
Other Direct Costs (Utilities, Communication, etc.)	5,000.00	5,000.00	100.00	5,100.00
Total Operating Expenditures	157,000.00	157,000.00	7,700.00	164,700.00
Total Expenditures	2,497,000.00	2,497,000.00	114,500.00	2,611,500.00

F	G	H	I	J
Funding Sources	Award Amount	Expenses Applied From Prior Periods	Contract Balance Prior to Current Reporting Period	Current Period Reimbursement
Base Award	2,000,000.00	2,000,000.00	-	-
Federal Discretionary Option Award	500,000.00	411,800.00	88,200.00	64,500.00
Federal Share 55%	330,000.00	271,788.00	58,212.00	42,870.00
Court Share 30%	170,000.00	140,212.00	23,988.00	17,500.00
Total Reimbursement				124,870.00

AB 1058 Invoice Face Sheet

AB 1058 Summary Sheet

Invoice Face Sheet

A	B	C	D	E
Categories	Budget	Previously Billed Expenses	Current Reporting Period Expenses	Total YTD Expenses
Salaries	1,500,000.00	1,500,000.00	30,000.00	1,530,000.00
Fringe Benefits	450,000.00	450,000.00	9,000.00	459,000.00
Total Personnel Expenditures	1,950,000.00	1,950,000.00	39,000.00	1,989,000.00
Indirect Costs 20.00%	390,000.00	390,000.00	7,800.00	397,800.00
Operating Expenses	50,000.00	50,000.00	2,500.00	52,500.00
Contracted Commissioner/Facilitator	5,000.00	5,000.00	100.00	5,100.00
Court Reporters	5,000.00	5,000.00	100.00	5,100.00
Interpreters	5,000.00	5,000.00	100.00	5,100.00
Bank Services	15,000.00	15,000.00	300.00	15,300.00
Penetration Security	25,000.00	25,000.00	500.00	25,500.00
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Total Reimbursement				124,870.00

AB 1058 Invoice Face Sheet

STATE OF CALIFORNIA JUDICIAL COUNCIL OF CALIFORNIA

AB 1058 INVOICE (REV 07-09) INVOICE MAIL TO: ADMINISTRATIVE OFFICE OF THE COURTS

SUPERIOR COURT OF CALIFORNIA, COUNTY OF [] CONTRACT NUMBER: []
 ADDRESS: [] BILLING PERIOD: July-09

PROGRAM TITLE: Child Support Commissioner Program
 PROGRAM PERIOD: July 1, 2009 - June 30, 2010

ACCOUNTING CONTACT: [] PHONE NUMBER: []
 E-MAIL ADDRESS: [] FAX NUMBER: []

CATEGORY	AMOUNT
PERSONNEL (Salaries & Benefits)	39,000.00
OPERATING EXPENSES & EQUIPMENT	17,700.00
INDIRECT COSTS	7,800.00
TOTAL EXPENDITURES	64,500.00
TOTAL REIMBURSABLE AMOUNT	\$ 42,570.00

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: []

Administrative and Grants Reporting Requirements

91

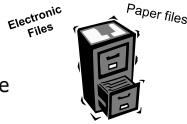
Grant Reporting Requirements

- Codes of Federal Regulation
 - CFR Part 45, Subtitle B, Chapter III, Office of Child Support Enforcement (Child Support Enforcement Program)
- OMB Circular A-102 (Uniform Administrative Requirements for State and Local Govt. agencies)
- Cost Principles: 2 CFR Chapter I, Chapter II, Part 200, et al (formerly known as Circular A-87)
- Rules of Court
- Contractual Agreement between JCC and the Courts

92

Grant Reporting Requirements

- Administrative Requirements
 - Financial and Accounting Records
 - Proper supporting documentation
 - Approval and Authorized signature
 - Recommended/Approved Forms
 - Record Retention and Access to Records
 - Access by Grantor & Auditors
 - Retained for 3 years



93

Costs Treatment

94

Direct vs. Indirect Costs

- **Direct Cost** are identified with a particular cost objective
- **Indirect Costs** are incurred for common or joint objectives of an organization and cannot be readily identified with a particular program objective

95

Direct/Indirect Determination

- Does the cost result in a direct benefit to a federal program?
- Can it be easily and accurately traced to the federal program?
- Does it benefit more than 1 federal program?
- Is it normally charged indirect?
- Have you calculated the proportional benefit?

96

Costs Allowability Requirements

- Allocable
- Necessary and Reasonable
- Treated Consistently
- Determined according to GAAP
- Net of applicable credits
- Not used for cost sharing/matching on another federal award
- Adequately documented
- Authorized under state/local laws & regulations
- Conforms to limits & exclusions in costs principles, federal laws and award T&C
- Consistent with recipient policies for federally and non-federally funded activities

97

Costs Allocability

- Must meet ONE of these criteria:
 - Incurred specifically for the program award
 - Benefits both program award and other work and can be distributed in reasonable proportion to benefits received
 - Necessary to organization's overall operation

98

Methods of Allocation

- Allocation Methods:
 - Full Time Employee (FTE)
 - Number of Child Support Cases
 - # of Court Departments
 - Other Approved Methods

99

Note:

A cost which is allocable to an award isn't necessarily **allowable** or **reasonable**

100

Administrative/Grant Reporting

- Sell-back, Cash out, unproductive time charges, workers compensation, etc.
- Furlough Reporting
- Bailiff/Security costs plans
- Post employment benefits
 - Retirement benefits
 - Medical benefits
 - Unemployment benefits

101

Request for Program Modifications and Enhancements

102

Program versus Finance

Program

- Key Personnel changes
- Facility changes: lease and relocation
- Funding level changes
- FLFED database reporting
- Leave charges: buy backs and cash outs

Finance

- Budget modifications
- Finance reporting inquiries
- Accounting Forms
- Leave charges: buy backs and cash outs
- Reimbursement inquiries

103

Program Issues

- Creating new budget line item for material changes
- Moderate to high impact
- Affect other courts
- Changes not within funding level
- Approval process – long term
 - Program Manager
 - Finance Review
 - Committee Review
 - Judicial Review

104

Finance Issues

- Creating new budget line item for minor changes
- Budget category change
- Low impact
- Affect only one court
- Changes within funding level
- Approval process – short term
 - Program Manager
 - Finance Review

105

Grant Processing versus GL Accounting

Grant Processing

- AB 1058 Program Grant Accountant
- Allowability of program expenditures inquiries
- Program budget inquiries
- Reimbursement inquiries
- Reimbursements through SCO

GL Accounting

- SAP General Ledger Accountant
- Recording financial transactions
 - Accounts Receivable
 - Accounts Payable
 - General Ledger
- Payments through court specific accounts

106

Grant Discrepancy Processing

- Standardized Communications
 - Consistent Message
 - Response Cycle
 - Claim Adjustment Treatment
- Standardized Form
 - Description of Deficiency
 - Required Action
- Survey

107

Grant Discrepancy Processing

Standardized Communication

Your claim as described above in the subject line requires additional documentation and correction. These additional documents and corrections are described on the attached Discrepancy Notification Form.

Because of the advance payment cycle time required by the Grantor, we must receive your documentation and correction within 5 days of this email. Should you be unable to provide documentation and corrections within the prescribed 5 days, you may resubmit with proper requirements with your next reimbursement request. Your reimbursement request, per the Grantor, must be reduced for any missing documentation or errors to qualify for the advance payment processing. Payments to your court will be affected if we do not receive the documentation.

This determination has been reviewed by both the Judicial Council Grant Accounting and AB1058 Program Management Staff.

Should you have any question please contact me or, Paul Fontaine, Supervisor at (415) 865-7785 or paul.fontaine@jud.ca.gov or, Anna Maves, Program Manager at (916) 263-8624 or anna.maves@jud.ca.gov

Best Regards,

108

Grant Discrepancy Processing

• Standardized Communications

JUDICIAL COUNCIL OF CALIFORNIA
GRANT ACCOUNTING/PROGRAM MANAGEMENT
 SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ CONTRACT NUMBER: _____
 BILLING PERIOD: _____ FISCAL YEAR: 015-16 DATE: _____

Your claim as describe above requires the following items as identified, documentation, corrections, or adjustments to process for payment. The determination has been reviewed by Judicial Council Grant Accounting and AB 1058 Program Management staff. To include the claim in the current payment cycle, documentation and/or corrections must be received by INSERT DATE. Otherwise, adjustments will be made and the reduced claim will be processed for payment.

PLEASE KEEP A COPY OF THIS NOTIFICATION TO RESOLVE FUTURE INQUIRIES

ITEM	DESCREPANCY	REQUIRED
INVOICE:		
Signature, Contract Number, or Certification	_____	_____
Payroll, Operating Expenses, or Indirect Costs	_____	_____
Total Expenditures or Federal Share	_____	_____
Other	_____	_____

SUMMARY SHEET:
 Summary Sheet Missing _____
 (FORM CONTINUES.....)

109

Grant Discrepancy Processing

SURVEY

The Judicial Council Staff strives to provide each court with the tools necessary to maximize grant funding opportunities and also to enable an efficient reimbursement process. Various tools are available to effect this goal including annual grant training, grant contracts, grant manuals, staff, both program and accounting, program committees chartered by the Judicial Council to relook funding allocations, reimbursement efficiencies and mid-year re-distributions and Federal and State Grant pronouncements. To this end, the Judicial Council Staff works diligently to provide the best service possible considering the constraints set by the Grantors, California State Controllers, Auditors and Budgeting Offices and by Generally Accepted Accounting Standards adopted by each funding entity.

- Considering the above, we are requesting the following:
- 1) Feedback on when the Judicial Council Staff meets the overall grant allocation and funding objectives.
 - 2) Feedback on when the Judicial Council Staff could facilitate a more effective grant allocation and funding objective.
 - 3) Feedback on when your court could enable or suggest a more effective grant allocation and funding process.

Thank you very much for your feedback.

110

Contact Information:

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 Program Manager
 Center for Families, Children & the Courts
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 Email: anna.maves@jud.ca.gov

Shaheen Abutaha
 Grant Accountant
 Finance, Grant Accounting Unit
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Paul Fontaine
 Supervising Accountant
 Finance, Grant Accounting Unit
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111

Q&A

112
