

# ATTACHMENT II - EXHIBIT E

## Measure Z - Statement

**Agency Name**  
**Coordinator/Contact**  
**Address**  
**Phone**

Invoice Date: \_\_\_\_\_

Invoice # MZ- \_\_\_\_\_

Invoice Period: \_\_\_\_\_

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)	\$2,464	
Operational Costs (Rent, Utilities, Phones, etc.)	\$52,979.08	
Consumables/Supplies (Supplies and Consumables should be separate)	\$27,384.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$28,000.00	
		<b>\$110,827</b>
<b>Less Measure Z Overage</b>		<b>\$3,873</b>
<b>TOTAL MEASURE Z</b>		<b>\$106,954.00</b>

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature and date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Send invoice to

**COUNTY OF HUMBOLDT**



\_\_\_\_\_ Date

# ATTACHMENT II - EXHIBIT E

County Administrative Office  
825 Fifth Street, Room 112  
Eureka Ca 95501



(707) 445-7266

Date

ATTACHMENT II - EXHIBIT D  
Budget  
Willow Creek Fire Protection District

Invoice Date: \_\_\_\_\_

Invoice # MZ- \_\_\_\_\_

Invoice Period: 10/1/17-12/31/17

Descriptions	Amounts	Approved Budget
<b>A. Personnel Costs</b>		
Title: Salaries and Employee Benefits Salary and Benefits Calculation: Total budget * 28%	616.00	2,464.00
Salaries and Wages, District Benefit, Payroll Expenses and Other Duties Description: Payroll		
Title: Salary and Benefits Calculation:		
Duties Description:		
Title: Salary and Benefits Calculation:		0.00
Duties Description:		
Title: Salary and Benefits Calculation:		0.00
Duties Description:		
<b>Total Personnel:</b>		<b>616.00      2,464.00</b>
<b>B. Operational Costs (Rent, Utilities, Phones, etc.)</b>		
Title: Contribution to other agency		
Description: Auto/transport equipment depreciateion	1,050.00	4,200.00
Title: Depreciation		
Description: Facility depreciation	173.00	690.76
Title: Depreciation		
Description: Furniture and fixture depreciation	133.00	532.00
Title: Depreciation		
Description: Machinery and equipment depreciation	4,623.00	18,492.32
Title: Depreciation		
Description: Auto/transport equipment depreciateion	7,266.00	29,064.00
<b>Total Operating Costs:</b>		<b>13,245.00      52,979.08</b>
<b>C. Consumables/Supplies (Supplies and Consumables should be separate)</b>		
Title: Services and Supplies		
Description:	6,846.00	27,384.00
Title:		
Description:		
Title:		
Description:		
Title:		
Description:		
<b>Total Consumable/Supplies:</b>		<b>6,846.00      27,384.00</b>
<b>D. Transportation/Travel (Local and Out-of-County should be separate)</b>		
Title:		
Description:		
Title:		
Description:		
Title:		
Description:		
<b>Total Transportation/Travel Costs:</b>		<b>0.00      0</b>
<b>E. Fixed Assets</b>		
Title: Truck		

ATTACHMENT II - EXHIBIT D  
 Budget  
 Willow Creek Fire Protection District

Invoice Date: \_\_\_\_\_

Invoice # MZ- \_\_\_\_\_

Invoice Period: 10/1/17-12/31/17

Descriptions	Amounts	Approved Budget
Description:	7,000.00	28,000.00
Title:		
Description:		

Total Other Costs:                      7,000.00                      28,000.00

Invoice Total:	27,707.00	110,827.08
Less Measure Z overage	968.50	3,873.08
<b>Total Measure Z</b>	<b>26,738.50</b>	<b>106,954.00</b>

## Notes on using the invoice template

- 1 We prefer this form over others but other invoice formats may be used as long as all requested information is provided
- 2 Be sure to sign the invoice. Electronic submissions still need signatures.
- 3 Invoices may be submitted electronically to [cao@co.humboldt.ca.us](mailto:cao@co.humboldt.ca.us)
- 4 All invoice categories and items should match the approved project budget
- 5 Do not submit receipts, bills or other documentation with invoices, but do keep those for your records
- 6 ~~Invoices can be submitted at any time but should not be submitted more frequently than monthly.~~

The invoice worksheet has been created to assist in the completion of the invoice. The worksheet will self populate the invoice except on highlighted cells. The worksheet is a tool to use to insure that all expenditures are accurately represented.

## **Notes on using the invoice template**

In an effort to help the invoicing process be as simplified as possible DHHS Financial Services has provided the attached invoice and worksheet. These documents are also available electronically and will self populate from the worksheet to the invoice. In addition below we have provided a few reminders when submitting the invoice.

- \* While we prefer that the provided attached invoice and worksheet, other formats may be used as long as it contains all the same information.
- \* Be sure to sign the invoice. Electronic submissions still need signatures.
- \* Invoices may be submitted electronically to; [crivera@co.humboldt.ca.us](mailto:crivera@co.humboldt.ca.us)
- \* All invoice categories and items should match the approved project budget.
- \* Receipts, bills or other documentation for expenses invoiced are not required to be submitted with the invoice, however they are required to be accessible upon requested. Please be sure to keep them.
- \* Agreements in excess of \$10,000 are required to submit regular invoices. Agreements of \$10,000 or less are only required to submit a final invoice at the end of the agreement term. Invoices can be submitted either Monthly or Quarterly. They should not be submitted more frequently than monthly.
- \* Budget changes should be discussed with the CalFresh Outreach Coordinator. Generally changes smaller than 20% of the total budget do not require prior written approval from DHHS. Any shifts in the total amount of the personnel category must be approved by DHHS.
- \* Indirect costs are not allowed to exceed 10% of Salary and Benefits.

**Willow Creek Fire Protection District**

**County Fund - 2130**

FY 2016-17

Estimated Budget	221,600
Facility Depreciation	2,467
Furniture and Fixture Depreciation	1,900
Machinery and Equipment	66,044
Auto/Transport Equipment Depreciation	<u>103,800</u>
	\$395,811

From FY 2016-17 budget provided by Willow Creek FPD  
From property schedule provided by Willow Creek FPD divided by 30 years  
From furniture/fixture schedule provided by Willow Creek FPD divided by 5 years  
From machinery/equipment schedule provided by Willow Creek FPD divided by 5 years  
From equipment schedule provided by Willow Creek FPD divided by 10 years

Cost Share Percentage	28.000% *
Cost Share Calculation	\$110,827
Measure Z Funding Allocation FY 2016-17	<b>\$106,954</b>

Based on out of district call outs - 5 year history.

Out of District Call Outs 2015	398	<b>28%</b>
In District Call Outs 2015	1020	72%