

ATTACHMENT II - EXHIBIT E
Budget
Boys & Girls Club of the Redwoods

Invoice Date: 4/17/19

Invoice # MZ- 3

Invoice Period: 1-1-19-3-31-19

Descriptions	Amounts	Approved Budget	Remaining Balance
A. Personnel Costs			
Title: Unit Director Salary and Benefits Calculation: 3 hrs./wk./52 wks./\$16.50/hr. Duties Description: Oversee program and help run programs	\$ 3,130.94	\$ 2,574.00	\$ (3,598.54)
Title: Program Director Salary and Benefits Calculation: 10 hrs./wk./52 wks./\$13.50/hr. Duties Description: Rur programming and act as lead	\$ 2,604.23	\$ 7,020.00	\$ 173.65
Title: Program Assistants Salary and Benefits Calculation: 30 hrs./wk./52 wks./\$11.75/hr. Duties Description: Run programming	\$ 1,329.13	\$ 16,980.00	\$ 11,880.91
Title: Fringes-16% of personnel costs Salary and Benefits Calculation: Duties Description: FICA, workers' comp., unemployment, vacation, pension	\$ 1,435.79	\$ 4,252.00	\$ 564.35
Total Personnel:		\$ 8,500.09	\$ 30,826.00
B. Operational Costs (Rent, Utilities, Phones, etc.)			
Title: Printing Description: Printing costs for program	\$ 30.75	\$ 100.00	\$ 50.31
Title: Outside Consultant Description: running programming	\$ -	\$ 2,700.00	\$ 2,700.00
Title: Telephone Description: phone costs	\$ 85.71	\$ 274.00	\$ 164.97
Title: Indirects Description: Indirect costs to support programming	\$ 1,250.01	\$ 5,000.00	\$ 1,249.97
Title: Description:	\$ -	\$ -	\$ -
Total Operating Costs:		\$ 1,366.47	\$ 8,074.00
			\$ 4,165.25

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Descriptions	Amounts	Approved Budget	Remaining Balance
C. Consumables/Supplies (Supplies and Consumables should be separate)			
Title: Program Supplies, Food, Office Supplies			
Description: supplies to support programming	\$ 114.35	\$ 900.00	\$ 785.65
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Consumable/Supplies:		\$ 114.35	\$ 900.00
			\$ 785.65
D. Transportation/Travel (Local and Out-of-County should be separate)			
Title: Training/Travel			
Description: Staff development and travel for programming	\$ 33.00	\$ 200.00	\$ 167.00
Title:			
Description:			
Title:			
Description:			
Total Transportation/Travel Costs:		\$ 33.00	\$ 200.00
			\$ 167.00
E. Fixed Assets			
Title:			
Description:			
Title:			
Description:			
Total Other Costs:		\$ -	\$ -
			\$ -
Invoice Total:		\$ 10,013.91	\$ 40,000.00
			\$ 14,138.27

ATTACHMENT II - EXHIBIT F

Measure Z - Invoice

Boys & Girls Club of the Redwoods Mary Hurley, Finance Director 3117 Prospect Avenue (707) 441-1030
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Invoice Date: 4/17/2019

Invoice # MZ- 3

Invoice Period: 1-1-19 - 3-31-19

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)	\$8,500.09	
Operational Costs (Rent, Utilities, Phones, etc.)	\$1,366.47	
Consumables/Supplies (Supplies and Consumables should be separate)	\$114.35	
Transportation/Travel (Local and out of county should be separate)	\$33.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		\$10,013.91

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



(707) 445-7266

_____ Date

_____ Date

Notes on using the invoice template

We prefer this form over others but other invoice formats may be used as long as all requested information is provided

- 1 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
- 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
- * 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.