

HVSA Invoice Guidance and Suggestions



Invoicing

- ▶ Please use the A-19 template provided with your contract as the invoice
- ▶ Accompany the A-19 with a report that shows greater detail for each larger payment category.
 - ▶ Monthly financial statement or General ledger
- ▶ A detailed summary of payroll to support expenses
- ▶ Email to del.fiscal@del.wa.gov
 - ▶ Feel free to copy your Program Specialist





► Include payroll summary that supports expenses

Clinical Supervisor	[REDACTED]	HOL	Ern - Holiday	6.69	0.00	07/21/2017	7001	50	420	5500	919	0.03 Salaries 102108
Clinical Supervisor	[REDACTED]	REG	Ern - Regular	5.59	0.00	07/21/2017	7001	50	420	5500	919	0.03 Salaries 102108
Clinical Supervisor	[REDACTED]	VAC	Ern - Vacation	60.29	0.00	07/21/2017	7002	50	420	5500	919	0.03 Vacation Taken 102108
Clinical Supervisor	[REDACTED]	HOL	Ern - Holiday	24.57	0.00	07/21/2017	7001	50	420	5500	920	0.11 Salaries 102108
Clinical Supervisor	[REDACTED]	REG	Ern - Regular	20.48	0.00	07/21/2017	7001	50	420	5500	920	0.11 Salaries 102108
Clinical Supervisor	[REDACTED]	VAC	Ern - Vacation	221.09	0.00	07/21/2017	7001	50	420	5500	920	0.11 Vacation Taken 102108
Clinical Supervisor	[REDACTED]	REG	Ern - Regular	59.18	0.00	07/21/2017	7001	50	420	5500	919	0.03 Salaries 102108
Clinical Supervisor	[REDACTED]	VAC	Ern - Vacation	13.39	0.00	08/07/2017	7001	50	420	5500	919	0.03 Vacation Taken 102108
Family Educator	[REDACTED]	HOL	Ern - Holiday	88.13	0.00	07/21/2017	7001	50	420	5500	919	0.6 Salaries 103079
Family Educator	[REDACTED]	JURY	Ern - Jury Dut	88.13	0.00	07/21/2017	7001	50	420	5500	919	0.6 Salaries 103079
Family Educator	[REDACTED]	REG	Ern - Regular	778.50	0.00	07/21/2017	7001	50	420	5500	919	0.6 Salaries 103079
Family Educator	[REDACTED]	REG	Ern - Regular	954.76	0.00	08/07/2017	7001	50	420	5500	937	0.6 Salaries 103079
Child & Family Therapist	[REDACTED]	HOL	Ern - Holiday	73.04	0.00	07/21/2017	7001	50	400	5500	919	0.4 Salaries 103076
Child & Family Therapist	[REDACTED]	REG	Ern - Regular	718.23	0.00	07/21/2017	7001	50	400	5500	919	0.4 Salaries 103076
Child & Family Therapist	[REDACTED]	REG	Ern - Regular	791.27	0.00	08/07/2017	7001	50	400	5500	937	0.4 Salaries 103076

Great Payroll breakdown ~
But what is the total amount?



- ▶ Include payroll summary that supports expenses

Great overview~
 Did one employee receive over \$9K in salaries/benefits/pension in July?

EXPENSES		
Salaries and Wages		
Employee Benefits	8,117.28	74,566.18
Pension Expense	1,355.72	15,198.07
Professional Services	78.38	
Other Insurance		
Business & Property Taxes		
Program Dues and Licenses		
Program Supplies		
Office Supplies		
Repairs, Maintenance, Minor Equipment		
Storage & Equipment Leases		
Telephone		
Utilities		
Training		
Travel		
Program Promotions		
Transportation		
Total EXPENSES		
TOTAL PROFIT (LOSS)		



- ▶ Include payroll summary that supports expenses

10:34 AM
08/14/17
Accrual Basis

WA DEL 2017-18
July 7 through August 4, 2017

					TOTAL
Ordinary Income/Expense					6,821.74
Expense	0.00	1,624.00	2,341.74	2,856.00	592.77
5500 - Personnel expenses	592.77	0.00	0.00	0.00	
5551 - Program Staff			179.15	218.48	122.79
5650 - Medical Inc.		124.24	42.15	51.41	336.02
5600 - Payroll Tax Expense	0.00	29.23	72.35	121.58	
5600c - FICA	0.00	142.09			980.68
5600b - Unemployment	0.00			391.47	8,395.19
5600a - L&I	0.00	295.56	293.65		3,247.47
Total 5600 - Payroll Tax Expense	592.77	1,919.56	2,635.39		8,395.19
Total 5500 - Personnel expenses	592.77	1,919.56	-2,635.39		2,395.19
Total Expense	-592.77	-1,919.56	-2,635.39		
Net Ordinary Income	-592.77	-1,919.56	-2,635.39		
Net Income					

TO BE COMPLETED BY VENDOR

Invoice Service Period for Budget FY 2018:
July, 2017 activity

Payment Points (Note)

- STATE- Personnel
- STATE- Performance Pay

Invoice Number:	
Contract Budget	Billed Amount
\$82,894.00	\$8,395.19
\$4,000.00	

✓ APPROVED!



▶ Acceptable forms of payroll summary

11:26 AM
08/08/17

TANF

Payroll Item Detail July 6 through August 3, 2017

Num	Date	Source Name	Payroll Item	Type	Class	Qty	Amount	
Holiday						6.75	108.00	
3519	07/19/2017		Holiday	Paycheck	DEL PAT TANF	8	128.00	
3529	07/19/2017		Holiday	Paycheck	DEL PAT TANF	14.75	236.00	
Total Holiday								
PAT Admin						3.9	98.18	
3525	07/19/2017		PAT Admin	Paycheck	DEL PAT TANF	5.61	166.43	
3593	08/03/2017		PAT Admin	Paycheck	DEL PAT TANF	9.51	166.43	
Total PAT Admin								
PAT Educator						32	512.00	
3519	07/19/2017		PAT Educator	Paycheck	DEL PAT TANF	23	352.00	
3586	08/03/2017		PAT Educator	Paycheck	DEL PAT TANF	22	520.00	
3529	07/19/2017		PAT Educator	Paycheck	DEL PAT TANF	32.5	1,752.00	
3597	08/03/2017		PAT Educator	Paycheck	DEL PAT TANF	109.5	1,752.00	
Total PAT Educator								
PAT Supervision						2.6	57.20	
3526	07/19/2017		PAT Supervisi...	Paycheck	DEL PAT TANF	7.48	164.55	
3594	08/03/2017		PAT Supervisi...	Paycheck	DEL PAT TANF	10.08	221.78	
Total PAT Supervision								
TOTAL						143.84	2,376.19	

10:39 AM
08/08/17

MIECHV

Payroll Item Detail July 6 through August 3, 2017

Num	Date	Source Name	Payroll Item	Type	Class	Qty	Amount	
Holiday						8	142.48	
3515	07/19/2017		Holiday	Paycheck	DEL PAT MIECHV	6.5	104.00	
3522	07/19/2017		Holiday	Paycheck	DEL PAT MIECHV	8	144.00	
3523	07/19/2017		Holiday	Paycheck	DEL PAT MIECHV	6	140.00	
3526	07/19/2017		Holiday	Paycheck	DEL PAT MIECHV	4.5	125.52	
3531	07/19/2017		Holiday	Paycheck	DEL PAT MIECHV	8	140.00	
Total Holiday								
Overtime (x1.5) hourly						41	728.00	
3586	08/03/2017		Overtime (x1.5) hourly	Paycheck	DEL PAT MIECHV	1.75	42.00	
3600	08/03/2017		Overtime (x1.5) hourly	Paycheck	DEL PAT MIECHV	1	24.00	
Total Overtime (x1.5) hourly								
PAT Admin						2.75	66.00	
3525	07/19/2017		PAT Admin	Paycheck	DEL PAT MIECHV	19.8	346.50	
3593	08/03/2017		PAT Admin	Paycheck	DEL PAT MIECHV	20.46	358.05	
Total PAT Admin								
PAT Educator						40.26	704.55	
3515	07/19/2017		PAT Educator	Paycheck	DEL PAT MIECHV	26	442.00	
3500	08/03/2017		PAT Educator	Paycheck	DEL PAT MIECHV	30.4	516.80	
3519	07/19/2017		PAT Educator	Paycheck	DEL PAT MIECHV	21	336.00	
3526	08/03/2017		PAT Educator	Paycheck	DEL PAT MIECHV	17.25	276.00	
3529	07/19/2017		PAT Educator	Paycheck	DEL PAT MIECHV	48.5	776.00	
3526	08/03/2017		PAT Educator	Paycheck	DEL PAT MIECHV	62	992.00	
3526	07/19/2017		PAT Educator	Paycheck	DEL PAT MIECHV	56.5	992.00	
3526	08/03/2017		PAT Educator	Paycheck	DEL PAT MIECHV	78	1,017.00	
3526	07/19/2017		PAT Educator	Paycheck	DEL PAT MIECHV	29.25	468.00	
3526	08/03/2017		PAT Educator	Paycheck	DEL PAT MIECHV	37.5	600.00	
3526	07/19/2017		PAT Educator	Paycheck	DEL PAT MIECHV	48.5	776.00	
3526	08/03/2017		PAT Educator	Paycheck	DEL PAT MIECHV	56	896.00	
3526	07/19/2017		PAT Educator	Paycheck	DEL PAT MIECHV	38.5	616.00	
3594	08/03/2017		PAT Educator	Paycheck	DEL PAT MIECHV	41	656.00	
Total PAT Educator								
PAT Supervision						590.4	9,771.80	
3526	07/19/2017		PAT Supervisi...	Paycheck	DEL PAT MIECHV	13.2	290.40	
3594	08/03/2017		PAT Supervisi...	Paycheck	DEL PAT MIECHV	27.28	600.15	
Total PAT Supervision								
TOTAL						714.89	12,160.91	



► Acceptable forms of payroll summary

Miles on CBHA-owned vehicles

Date	Vehicle	Beg Mileage	End Mileage	Center	Dept	Driver	Trip
7/14/2017	42	49021	49034	OFC	Thrive by Five		13
7/10/2017	54	18458	18681	OFC	Thrive by Five		223
7/5/2017	55	1772	1789	OFC	Thrive by Five		17
7/12/2017	55	1790	1816	OFC	Thrive by Five		26
7/18/2017	55	1819	1828	OFC	Thrive by Five		9
7/25/2017	55	1911	1925	OFC	Thrive by Five		14
7/28/2017	55	1951	1970	OFC	Thrive by Five		19
7/6/2017	56	1998	2008	OFC	Thrive by Five		10
7/13/2017	56	1610	1617	OFC	Thrive by Five		7
7/19/2017	56	1661	1664	OFC	Thrive by Five		3
7/25/2017	59	1767	1767	OFC	Thrive by Five		0
		1881	1919	OFC	Thrive by Five		38

✓ APPROVED!

Expanded General Ledger - Find It - Unposted Transactions Included In Report
From 12/1/2015 Through 12/31/2015

Document Description	Debit	Credit
[Redacted]	1,193.52	
[Redacted]	676.03	
	1,869.55	
[Redacted]	133.66	
[Redacted]	667.92	
	801.58	
[Redacted]	2,260.91	
[Redacted]	2,257.23	
	4,518.14	
[Redacted]	1,182.30	
[Redacted]	1,179.81	
	2,362.11	

2018: 2017

TO BE COMPLETED BY VENDOR

Invoice Number:	Contract Budget	Billed Amount	This is
[Redacted]	[Redacted]	\$9,551.38	
[Redacted]	[Redacted]	\$202.77	✓
[Redacted]	[Redacted]	[Redacted]	

5. MIECHV- Administrative/ Professional Services
6. MIECHV- Performance Pay