

# CLAIMS BACK-UP DOCUMENTATION

## WHAT IS REQUIRED:

The Grantee is required by the agreement to upload documentation to support expenses in the *Claim Supporting Documentation* section in PartnerGrants. The report must be run for only City of Austin charges and include:

- Charge period dates
- Accounting Codes and Account Titles for sections
- Itemized line items and transaction descriptions
- Charge and Credit columns
- Transaction totals

Throughout the program period, the Contract Manager can and will request more details supporting documentation. Examples include, but are not limited to:

- Profit & Loss Detail report from the Grantee's financial management system
- Check ledger from the Grantee's financial management system
- Payroll reports and summaries, including salary allocation reports and signed timesheets
- Receipts and invoices
- Copies of checks and bank statements showing transactions as cleared

## ALLOWABLE EXPENSES

Expenses and/or expenditures shall be considered reimbursable only if incurred during the current Program Period, directly and specifically in the performance of the agreement, and in conformance with the agreement exhibits. Payment by the City is made on a reimbursement basis only; the grantee must have **incurred and paid costs prior to those costs being invoiced.**

The expenditures should have been incurred and paid within the month they are seeking reimbursement or incurred in the previous month and paid in the month from which they are seeking reimbursement.

The City can only reimburse for expenses that are allowable. This refers to whether the items being purchased are allowed under the agreement in the Program Budget & Narrative. Capital equipment items must be pre-approved by written authorization. **See Exhibit B.3: Compensation Terms in the agreement boilerplate for a detailed summary of allowable, allowable with prior written authorization, and unallowable expenses.**

EXAMPLES OF ACCEPTABLE BACKUP DOCUMENTATION

EXAMPLE 1: STATEMENT OF ACTIVITY DETAIL

EXAMPLE 2: GENDERAL LEDGER DETAIL

8:43 AM  
10/14/20  
Accrual Basis

**Agency Name**  
**Statement of Activity Detail**  
Sep-20  
City of Austin Grant

9:37 am  
9/17/21

**Agency Name**

Expanded General Ledger - Monthly G/L Detail - COA DO-Pbl  
From 8/1/2021 Through 8/31/2021

Account	Title	Document Number	Name	Description	Expensed	Effective/Incurred	Debit	Credit	
<b>General Operations</b>									
1031 Operations		2020-A	Discovery Technology	Software Upgrades	6/5/2021	6/1/2021	\$ 196.00		
1031 Operations		2020-A	Discovery Technology	2 Printers	6/12/2021	6/1/2021	\$ 108.25		
1031 Operations		2020-A	Discovery Technology	Sales Tax charged for Printers	6/12/2021	6/1/2021		-8.25	
							<b>Transaction Total:</b>	<b>\$ 304.25</b>	<b>\$ (8.25)</b>
								\$ 296.00	
<b>Building Maintenance</b>									
1017 Maintenance		1701-A	Scotty's Repair Service	Boiler repairs	5/15/2021	6/10/2021	\$ 500.00		
							<b>Transaction Total:</b>	<b>\$ 796.00</b>	<b>\$ -</b>
								\$ 796.00	
<b>Personnel</b>									
1864 Wages		1982-K	Soong, K. N.	Employee SKN Pay Date 06/20/2021	6/15/2021	6/20/2021	\$ 750.00		
1864 Wages		1982-K	Marcus, C	Employee MC Pay Date 06/20/2021	6/15/2021	6/20/2021	\$ 751.00		
							<b>Transaction Total:</b>	<b>\$ 1,501.00</b>	<b>\$ -</b>
								\$ 1,501.00	
<b>Health Insurance</b>									
1864 Health Insurance		1982-L	Soong, K. N.	Employee SKN Pay Date 06/20/2021	6/15/2021	6/20/2021	\$ 58.00		
1864 Health Insurance		1982-L	Marcus, C	Employee MC Pay Date 06/20/2021	6/15/2021	6/20/2021	\$ 58.00		
							<b>Transaction Total:</b>	<b>\$ 116.00</b>	<b>\$ -</b>
								\$ 116.00	
							<b>Ledger:</b>	<b>\$ 2,717.25</b>	<b>\$ (8.25)</b>
								\$ 2,709.00	

G/L Account S...	Effective Date	Doc Number	Description	Debit	Credit
			Transaction Total	728.73	603.73
				125.00	
Supplies & Mat			Opening Balance	0.00	
Supplies & Mat	8/1/2021	0035044330	Summer Programming	499.57	
			Transaction Total	499.57	0.00
				499.57	
Telecomm			Opening Balance	0.00	
Telecomm	8/1/2021	JV017022	Correct 07/21 Sharefile user allocation		29.34
			Transaction Total	0.00	29.34
					29.34
Software/App			Opening Balance	0.00	
Software/App	8/1/2021	JV017022	Correct 07/21 Sharefile user allocation		29.34
Software/App	8/31/2021	JV017184	Record 08/21 Sharefile Users		29.34
			Transaction Total	58.68	0.00