Invoice Documentation

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Audits:

- Desk Audit
- On-Site Audit
 - 1) Expenses
 - 2) Assets



Documentation for On-Site Audits

- Agreements/Supplemental Agreements
- Invoices with Backup
- Emails or Notes regarding Adjustments or changes to the invoices.

Agreements/Supplemental Agreements

- Agreements
- Supplemental Agreements
 - Revisions to original agreement
 - Start/End Date
 - Transfer of Funds across line items
 - Additional Funds

Direct vs. Indirect cost

Direct Cost – any cost that can be easily traced back to your Transit program.

Indirect Cost – any cost that can not be easily traced to your Transit program

Sample Invoice - Operating

Category	October	November	December
Drivers (Salary)	21,000		
Fringe Benefits	7,000		
Fuel/Oil	2,000		
Maintenance & Repairs	1,500		
Tires	700		
Drug Screening	150		
Management Consultant	10		
Wrecker Services	100		
Pest Control	50		
Housekeeping	250		
Waste Management	100		
ASPC	100		
Security System	40		
Ground Keeping	250		
Cellular/Radios	500		
Total Expenses	33,750	-	<u></u>
Less Revenue (10% of Expenses)	3,375		
Farebox	1,800		
Contract Revenue	1,575		
Advertising			
Total Fares/Revenue	3,375	-	
Total Operating Deficit	30,375		
Less Local Match	(15,188)		÷
Amount Due	15,188		

Sample Invoice - Administration

Category	October	November	December
Director	6,000		
Coordinator	18,000		
Secretary	5,000		100
Fringe Benefits	6,000		
Space Cost	2,000		
Office Supplies	1,500		
Equipment Mgmt. Agreement/Lease	700		
Telephone	150		
Utilities	10		
Printing/Advertising	100		
Insurance - Vehicle	50		
Tags	250		
Training	100		
Postage	100		
Dues/Fees	40		
Travel	250		t/i
Accounting/Auditing	500		<u> </u>
Total Expenses	40,750	*	-
Less Local Match 20%	(8,150)	er o	
Amount Due	32,600		

Costs By Category

- Salary/Wages
- Fringe Benefits
- Fuel
- Maintenance and Repairs
- Tires
- Supplies
- Travel
- Workshops/Conferences

Costs By Category

- Rent
- Telephone and Postage Charges
- Equipment charges
- Advertising cost

Labor Related Costs

- Salary/Wages
 - Pay Slips, Pay stubs, Payroll journals
 - Time and effort sheet
 - Payroll check copy or direct deposit receipt
- Fringe Benefits
 - Show calculation of the benefit
 - Benefits should be listed on the summary of charges

Non-Labor Related Costs

- Most Non-Labor Related Costs
 - Itemized Vendor Invoice
 - Proof of Payment Check
 - Online purchase, screenshots are not acceptable documentation
 - Credit card statements and vendor statements are not supporting documentation. The Federal Acquisition Regulations require an actual receipt or invoice.
- Inhouse and Allocated Costs
 - Show calculation of the cost
 - Ledger information should be submitted

Non-Labor Related Costs

Travel

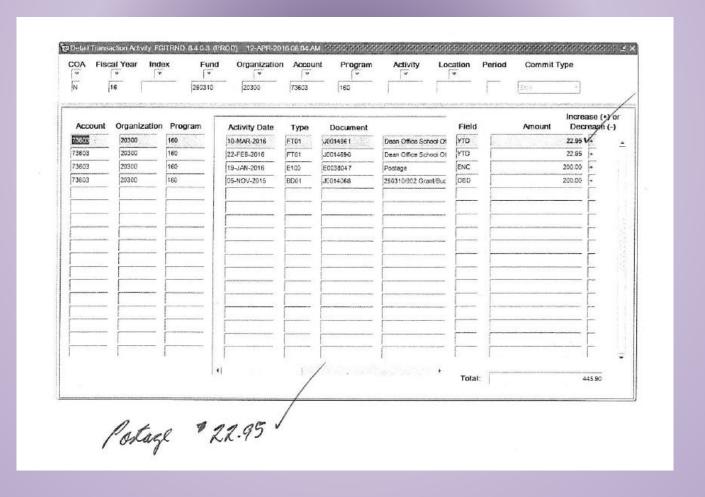
- Travel Request Form
- Travel Expense Form
 - Name of Person Traveling
 - Dates of Travel
 - Purpose of Travel
- Lodging Customer Receipt for stay at hotel
- Meals Itemized Receipt
- Mileage/Fuel/Car Rental Beginning and Ending Destination
- Copy of check for reimbursement

Non-Labor Related Costs

- Telephone and Postage Charges
 - Invoice
 - Proof of Payment.
 - In-House
 - Ledger information should be submitted

Non-Labor Related Costs

Telephone and Postage Charges



Basic Documentation Practice

- Maintain a separate program file that contains copies of contracts and invoices
- Have the backup documentation required for an audit included with the invoices. (Payroll Document, Invoices, Checks, Bank Statements)
- Documentation should follow the flow of the summary and should equal the totals on the summary.
- Run a copy of any invoices likely to fade quickly (credit card, store receipts)

Financial Management

- Financial statements are produced and reviewed regularly by both the board of directors and a CPA
- An annual budget is developed and regularly monitored to determine/evaluate/respond to any variations
- The program has a diversity of resources, and it projects future increases/decreases from the various sources. It has a plan for the increases and decrease in funding.

Financial Management

- It has specific plans to meet any cash and inkind matches that are required
- It has formal internal controls governing all financial operations
 - Written policies that govern segregation of duties with respect to receiving, recording and depositing checks, purchasing expense accounts and compensation with oversight from senior staff and the board
- It has written financial policies and procedures

Governance & Operations

- An active and independent board of directors or other governing body. (Independence = non-employees or related to employees or other board members)
- The composition of the governing board includes skills and knowledge (lawyer, accountant, fundraising)
- Each member of the board understands and can explain its organization's mission

Governance & Operations

- The board regularly examines its financial statements and discusses questions, concerns and issues
- The board has procedures for taking action on essential matters between its regularly scheduled meetings
- The board meets at least quarterly and has attendance expectations and tracks attendance

In Conclusion....

REMINDERS

- Any charges for item needed before the actual contract is signed must be discussed before they are authorized.
 - Ex. Printing of flyers, other "start up" cost
- Invoices for charges should be itemized.
- Proper organization.
 - Documentation should follow the flow of the summary and should equal the totals on the summary.
- Keep a copy of all changes/adjustments made to any invoice.

Questions?



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