

For Reconciliation of Advance Payment Requests

(Reconciliation invoices are due no later than 30 days after the end of each quarter)

- (a) SF 269 Financial Status Report
- (b) Detailed Expenditures Worksheet (must include narrative justifications of actual expenditures as outlined on the worksheet and must be in accordance with the approved budget)
- (c) Personal Services Form SF 272 Federal Cash Transaction Report (submitted later to show how an advance was spent)
- (d) Quarterly Narrative Report
- (e) Certification of Match (actual documentation of match will be reviewed and reconciled with the certifications submitted during the semi-annual financial reviews conducted by the DOTR)

(ii) For Reimbursements – 4th Quarter Only

- (a) SF 269 Financial Status Report
- (b) SF 270 Request for Advance or Reimbursement
- (c) Detailed Expenditures Worksheet (must include narrative justifications of actual expenditures as outlined on the worksheet and must be in accordance with the approved budget)
- (d) Personal Services Form
- (e) Quarterly Narrative Report
- (f) Certification of Match (actual documentation of match will be reviewed and reconciled with the certifications submitted, during the semi-annual financial reviews conducted by the DOTR.)

- d Any issues not resolved at the end of the second quarter will delay advance payment for the third quarter.
- e No fourth quarter reimbursements will be processed until all prior advance requests are satisfactorily reconciled and the final programmatic and financial examination has been submitted to OWBO.
- f ***OWBO retains the authority to adjust the amount of pay requests or instruct the recipient to return to the reimbursement method of requesting payments.***
- g Federal funds should be drawn only as needed to meet estimated or actual disbursements. The recipient must make every effort to avoid accumulating federal cash balances that earn interest.
- h Instructions for each category of expenditures are included on the detailed expenditures worksheets and explain what should be included in the recipient's expenditures information. Details may be submitted on the worksheet or on a separate narrative.
- i Advances of federal funds shall be deposited and maintained in insured and interest-bearing accounts (unless the recipient receives less than \$120,000 in federal awards per year).
 - (i) Interest above \$250 per year must be remitted annually to Department of

Health and Human Services, Payment Management System, Rockville, MD 20852. Interest amounts up to \$250 per year may be retained by the recipient for administrative expense.

- (ii) Recipients are encouraged to use banks that are at least 50 percent owned by women or minorities.