## 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







► Include payroll summary that supports expenses

											,	
Clinical Supervisor		HOL	Ern - Holiday	6.69	0.00	07/21/2017	7001	50	420	5500	919	0.03 Salaries 102108
Clinical Supervisor		REG	Ern - Regular	5.59	0.00	07/21/2017	7001	50	420	5500	919	0.03 Salaries 102108
Clinical Supervisor		VAC	Ern - Vacation	60.29	0.00	07/21/2017	7002	50	420	5500	919	0.03 Vacation Taken 10210
Clinical Supervisor		HOL	Ern - Holiday	24.57	0.00		7001	50	420	5500	920	0.11 Salaries 102108
Clinical Supervisor	-Commol-	REG	Ern - Regular	20.48	0.0	Gre	eat D.		420	5500	920	0.11 Salaries 102108
Clinical Supervisor		VAC	Ern - Vacation	221.09	0.0	D	-ul Pa	dyroll !	break		020	0.11 Vacation Taken 10210
Clinical Supervisor		REG	Ern - Regular	59.18	0.0	DUT W	Vhat i	C 11	break total	aowi	າ ~	0.03 Salaries 102108
Clinical Supervisor		VAC	Ern - Vacation	13.39	0.00	08/07/202	ridt j	s the	total	<b>O n</b> -	•	0.03 Vacation Taken 10210
Family Educator		HOL	Ern - Holiday	88.13	0.00	07/21/2017	7001	ου	- Cul	umo	Unt?	0.6 Salaries 103079
Family Educator	9	JURY	Ern - Jury Dut	88.13	0.00	07/21/2017	7001	50	420	5500		0.6 Salaries 103079
Family Educator	distant	REG	Ern - Regular	778.50	0.00	07/21/2017	7001	50	420	5500	919	0.6 Salaries 103079
Family Educator		REG	Ern - Regular	954.76	0.00	08/07/2017	7001	50	420	5500	937	0.6 Salaries 103079
Child & Family Therapist		HOL	Ern - Holiday	73.04	0.00	07/21/2017	7001	50	400	5500	919	0.4 Salaries 103076
Child & Family Therapist		REG	Ern - Regular	718.23	0.00	07/21/2017	7001	50	400	5500	919	0.4 Salaries 103076
Child & Family Therapist	140000	REG	Ern - Regular	791.27	0.00	08/07/2017	7001	50	400	5500	937	0.4 Salaries 103076







Include payroll summary that supports expenses

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

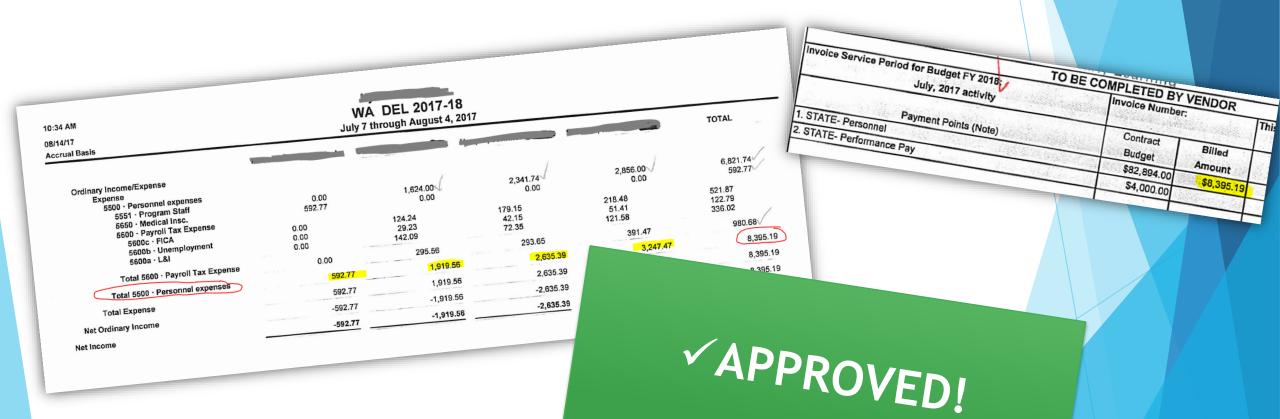
EXPENSES		
Salaries and Wages		
Employee Benefits	8,117.28	74.500
Pension Expense	1,355.72	74,566.18
Professional Services	78.38	15,198.07
Other Insurance		
Business & Property Taxes	#010g	
Frogram Dues and Licenses	0.00	
Program Supplies	10100	
Office Supplies	-	-
Repairs, Maintenance Minor F		-
Storage & Equipment Leases		
Telephone	<b>Annan</b>	
Utilities	1000	
Training		
Travel		
Program Promotions		
Transportation	-	
Total EXPENSES		
TOTAL PROFIT(LOSS)		



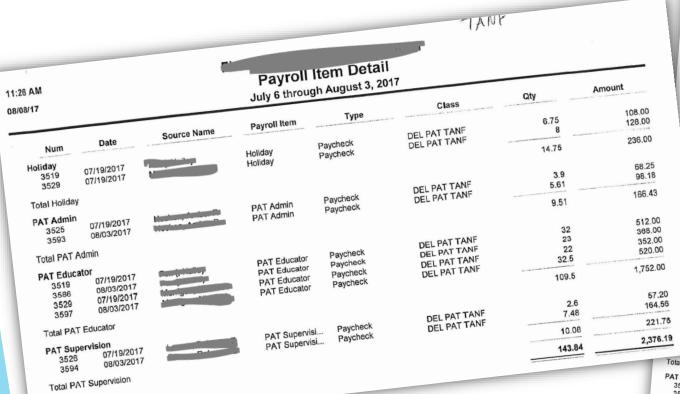


ODSOS

Include payroll summary that supports expenses



Acceptable forms of payroll summary





10:39 AM

Total

Payroll Item Detail

July 6 through August 3, 2017

Num Date Source Name Payroll Item Type

Num	Date		outy o tilroi	ugh August 3, 2017		
Holiday		Source Name Payr	roll Item	Туре		
3522 07/19 3523 07/19	9/2017 9/2017 9/2017	Holiday Holiday	ly D-	Clas	Qty	Amount
3525 07/19/ 3526 07/19/ 3531 07/19/ Total Holiday	9/2017 9/2017 9/2017	Holiday Holiday Holiday Holiday Holiday	y Paych y Paych y Paych	heck DEL PAT MIECHV heck DEL PAT MIECHV neck DEL PAT MIECHV DEL PAT MIECHV DEL PAT MIECHV		142.48 104.00 144.00
Overtime (x1.5) hour 3586 08/03/2 3600 08/03/2	2017			DEL PAT MIECHV	4.5	140.00 125.52 72.00
Total Overtime (x1.5) h	017 hourly	Overtime Overtime	e (x1 Payched	ck DEL PAT MIECHV DEL PAT MIECHV	41	728.00
AT Admin 3525 07/19/20 3593 08/03/20	17	PAT Admir			1.75	42.00 24.00
al PAT Admin	NOONON	PAT Admir	in Paycheck in Paycheck	k DEL PAT MIECHV DEL PAT MIECHV	2.75	66.00
Educator 515 07/19/2017 00 08/03/2017	7	PATE		COTTY	19.8 20.46	346.50 358.05
19 07/19/2017 6 08/03/2017 2 07/19/2017	7	PAT Educate PAT Educate PAT Educate	tor Paycheck	DEL PAT MIECHV	40.26	704.55
08/03/2017 08/03/2017 07/19/2017 08/03/2017	1	PAT Educate PAT Educate PAT Educate	or Paycheck Paycheck	DEL PAT MIECHV DEL PAT MIECHV	26 30.4 21 17.25	442.00 516.80 336.00
07/19/2017 08/03/2017 07/19/2017		PAT Educator PAT Educator PAT Educator PAT Educator	Paycheck Paycheck Paycheck	DEL PAT MIECHV DEL PAT MIECHV	48.5 62 56.5	276.00 776.00 992.00
08/03/2017 07/19/2017 08/03/2017		PAT Educator PAT Educator PAT Educator	Paycheck	DEL PAT MIECHV DEL PAT MIECHV DEL PAT MIECHV DEL PAT MIECHV	78 29.25 37.5	1,017.00 1,404.00 468.00 600.00
Supervision		PAT Educator	Paycheck	DEL PAT MIECHV DEL PAT MIECHV	48.5 56 38.5	776.00 896.00 616.00
594 08/03/2017		PAT Supervi PAT Supervi	Paycheck	DE:	590.4	656.00 9.771.80
PAT Supervision		TAT Supervi	Paycheck	DEL PAT MIECHV DEL PAT MIECHV	13.2 27.28	290.40
					40.48	600.16

MIECHV

12,160.91

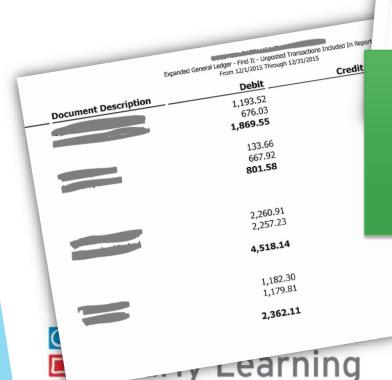


TOTAL





Acceptable forms of payroll summary



1/14/2017	Vehicle	Beg Mileage   E	nd Mileage		on CBHA-owned vehicles		
7/10/2017 7/5/2017 7/5/2017 7/12/2017 7/12/2017 7/18/2017 7/25/2017 7/6/2017 7/6/2017 7/9/2017 7/9/2017 7/9/2017	42 54 55 55 55 55 55 55 56 56 56 56 59	49021 18458 1772 1790 1819 1911 1951 1998 1610 1661 1767	49034 49034 18681 1789 1816 1828 1925 1970 2008 1617 1664 1767 1919	Center OFC	Dept Thrive by Five	Driver	13 223 17 26 9 14 19 10 7 3 0 38

