INVOICING FACT SHEET for GRANTEES
FY 2013-14

Timeline
• Invoices are due on the last business of each month for the previous month.
  o For example: The January 2014 invoice is due on February 28, 2014
• Payments are processed within 20 working days of the receipt of the grantee’s invoice – if invoice is properly completed. If an invoice needs to be resubmitted, it will be paid within 20 business days of the resubmission date.

Invoice Reporting
• Invoice only for incurred and paid actual expenses of approved budget cost categories
• A Personnel Cost Worksheet is required to be submitted with an invoice if there are any expenses under the Personnel section.
  o If there is a change in staff for existing and approved positions, the name must be updated on the Personnel Cost Worksheet along with an explanation
  o If new positions are added, a formal budget modification is required
• The 10% indirect rate is: 10% of Personnel Costs excluding fringe benefits. Incurred indirect costs exceeding the 10% will become the responsibility of the grantee.
• No negative balances for cost categories are allowed unless authorized by the grantee/contractor to disallow the negative amount.
• No equipment purchases allowed after Year 1. Any exceptions will require prior notification by the grantee to the Commission and may be approved only at the discretion of the Commission.
• Forms are available on the First 5 LA website under Grantee Documents.
• Contact name listed on the invoice must be the person preparing the invoice.
• Hard copies must be submitted with original signatures signed by authorized signatory as designated on Signature Authorization Form.
• Once an invoice is paid there are no changes allowed to prior months.

If any changes need to be made to the approved budget, please refer to the Budget Modification Fact Sheet for Grantees. Please contact your Program Officer to discuss proposed changes.