

ExCEL After School Program Invoice Training

Funding Sources

- ASES Base and Supplemental
- 21st CCLC Base and Supplemental
- ASSETS
- SFUSD Backfill
- 21st CCLC Equitable Access
- DCYF Equitable Access

DCYF Equitable Access

- No back-up documentation is need to submit into ExCEL's Billing System (EBS)
- Agencies MUST keep their own back-up documents
- ExCEL can audit these back-up documents when needed
- Must follow DCYF's allowable expense list:
<https://www.dcyf.org/modules/showdocument.aspx?documentid=5440>

SFUSD Backfill

- Res. 00200/90450/00000
- No back-up documentation is need to submit into ExCEL's Billing System (EBS)
- Agencies MUST keep their own back-up documents
- ExCEL can audit these back-up documents when needed
- Must follow ExCEL's allowable expense list:
<https://healthiersfexcel.org/wp-content/uploads/2018/08/Allowable-Expenses.pdf>

ExCEL Allowable Expenses List

- ASES Base and Supplemental
- 21st CCLC Base and Supplemental
- ASSETS
- SFUSD Backfill
- 21st CCLC Equitable Access

Link:

<https://healthiersfexcel.org/wp-content/uploads/2018/08/Allowable-Expenses.pdf>

Inventory

- Single items purchased over \$100 MUST be logged in EMS under the inventory tab.
- EMS User Guide (page 49-51):
<https://healthiersfexcel.org/wp-content/uploads/2018/07/EMS-User-Guide.pdf>

Invoice Dos and Don'ts

- Link:

<https://healthiersfexcel.org/wp-content/uploads/2018/07/Invoice-Dos-and-Donts-1.pdf>

Invoice Deadlines

- Monthly Deadline: Every 15th of the month for the previous month after your contract is executed
- End of the year deadline: July 8, 2019

ExCEL's Billing System (EBS)

- EBS Manual-

<https://healthiersfexcel.org/wp-content/uploads/2018/07/EBS-Manual-for-Fiscal-Representatives.pdf>