

ExCEL After School Program

FISCAL REQUIREMENTS

Agenda- Program Manual

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Funding Sources

- ASES Base and Supplemental- State Funding
- 21st CCLC Base and Supplemental- Federal Funding
- ASSETS- Federal Funding
- SFUSD Backfill
- 21st CCLC Equitable Access- Federal Funding
- DCYF Equitable Access - City Funding

ASES Grant

Highlights of ASES Grant

Elementary & Middle schools are eligible to apply for an ASES grant if a minimum of 50% of the student are eligible for free or reduced lunch. However the grants are very competitive and schools that are awarded grants typically have a free/reduced lunch rate of 80% or higher.

3-year grant renewable
grant subject to reporting requirements

State funded grant

Reimbursement rate is \$8.88 per child per
day

Types of Funding:
School Year (Base)
Summer (Supplemental)

21st CCLC Grant

Highlights of the 21st CCLC Grant

Federally funded grant

5-year grant

Types of funding:

- ✓ Equitable Access Grant
- ✓ ES and MS: 21st CCLC School year (Base) and Summer (Supplemental)
- ✓ High School: ASSETS

Reimbursement rate:

\$7.50 for school year ES and MS
\$15 for summer ES and MS
\$10 for ASSETS

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.

SFUSD Backfill

- Res. 90450
- No back-up documentation is need to submit into ExCEL's Billing System (EBS), but necessary forms still need to be attached
- 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/2019/07/Allowable-Expenses-ExCEL-July-2019.pdf>

Contracts Timeline & Process?

- Contracts are renewed on an annual basis (July to June).
- January-February: school site principals are sent award notification and asked to select a Lead Agency and submit a Consultant/Contractor Request (CCR) form by March.
- Contract Amendments are considered on a case-by-case basis as they involve the same process as above.
- **Carry over:** There are no carry over funds allowed from year to year.
- **Matching funds:** Each after school program contracts requires a 33% match (in-kind or cash/grants).

Attendance Requirements

- SFUSD will not be able to reimburse invoices for all grants that have attendance requirements for schools that are reporting zero attendance over a fiscal year. The reason is SFUSD ExCEL does not get reimbursed if there is no attendance reported.
- Please be sure to review the attendance for any grants that have attendance requirements to ensure that you are reporting attendance prior to submitting an invoice. As a best practice, you should bill out the ASES grant before invoicing for 21st Century.
 - Check in W/Program Manager
 - Do you have access to EMS?
 - Do you know how to run the attendance report?
- **Per CDE guidelines, sites cannot report attendance to 21st Century until after meeting the 85% attendance target for ASES.**

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, 2020

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/2019/07/Allowable-Expenses-ExCEL-July-2019.pdf>

Facilities Use Permits

Facilities Use Permits **MUST** be invoiced per the fiscal year.

ExCEL is asking Real Estate to separate the June versus the July invoices amounts for easier billing.

Common reasons we deny an invoice

- Questionable purchases- example 1
- Illegible receipts- example 2
- Missing ExCEL Approval Forms- example 3

Approval Forms

- CBO Expenditure Approval Form- Example 1
- Educational Excursion Form- Example 2
- Subcontractor Approval Form- Example 3
- SFUSD Purchasing Form- Example 4

Forms must be ExCEL approved before you can start your activity

Subcontractor Approval Form (Pro-Tips)

- Include Subcontractors (must be the actual name of the subcontractor) in the contract budget- that automatically approves them for the fiscal year.
- In the beginning of the year, with your program manager and site coordinator go through your budget and identify if there are any contractors that might need an approval form. Have your Site Coordinator submit the form once the subcontractor is identified.
- If you are not sure if the contractor will be approved, ask ExCEL - Do Not submit and hope that we will not catch it.

CBO Expenditure Approval Form (Pro-Tips)

- In the beginning of the year with your program manager and site coordinator go through your budget and identify if there are any expenses that might need an approval form. Submit them early in the year.
- If you are not sure if the expense will be approved, ask ExCEL before buying.
- The lesson plan should include the following:
 - An alignment with Academic, Recreation for Enrichment.
 - Break down the activity in sessions.
 - At the end of the session there should be a defined end project.

Education Excursion Approval Form (Pro-Tips)

- In the beginning of the year with your program manager and site coordinator go through your budget and identify if there are any expenses that might need an approval form. Submit them early in the year.
- If you are not sure if the expense will be approved, ask ExCEL before buying.
- Include all of the expenses, including transportation, tickets, and supplies.
- The lesson plan should include the following:
 - An alignment with Academic, Recreation for Enrichment.
 - Break down the activity in sessions.
 - At the end of the session there should be a defined end project.

Need Lesson Plan

- Any education excursions
- Video/computer/ipad (games, consoles, apps, software), digital media
- T-shirt/Sweatshirt for participants (with a logo)
- Youth Stipend
- School wide Events
- Large Purchases over \$1,500

Do not need Lesson Plan

- Student Nutrition Services invoices (do not need approval form)
- SFUSD Facilities Use Permits for the Summer (do not need approval form)
- Walkie Talkies (still need approval form)
- Program supplies over \$1500 (paper, pens, storage bins etc)(still needs an approval)

Invoice Dos and Don'ts

- Link:

<https://healthiersfexcel.org/wp-content/uploads/2019/07/Invoice-Dos-and-Donts-July-2019.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>

Fee Schedule Report

- Required by all agencies to enter data for elementary and middle school sites only
- High Schools do not need to complete this
- The data is entered into EBS (Salesforce)
- It is entered for Each Semester

Fee Reporting Deadlines

Fee Reporting Deadlines are the same every year

- **Fall Semester (Aug - Dec) - January 31**
- **Spring Semester (Jan- June) - July 1st**

And for sites running Summer Programs

- **Summer (June) - July 30**
- **Summer (July) - January 31**

Reminders are sent out 2 weeks before the deadline

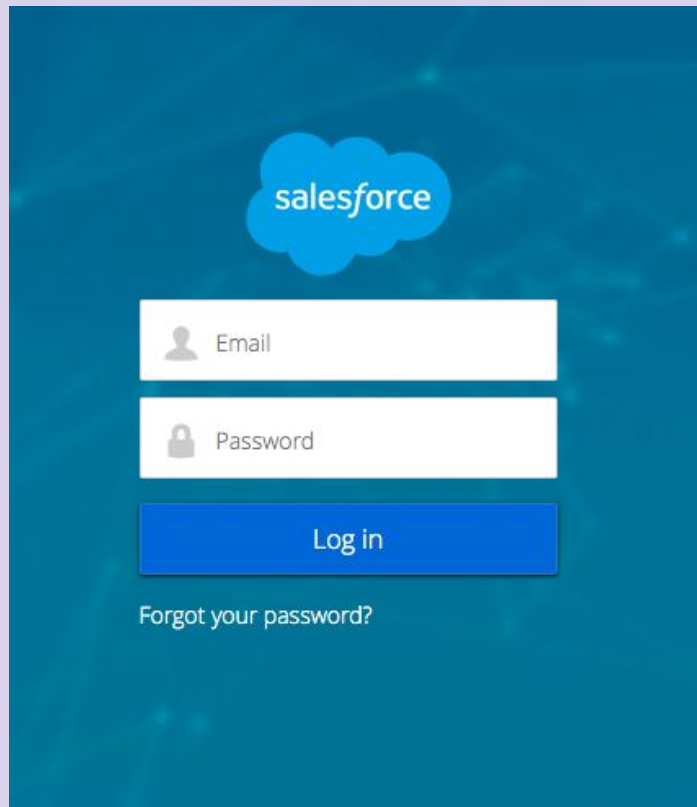
Where to Enter Data

1. Log into EBS (Salesforce)

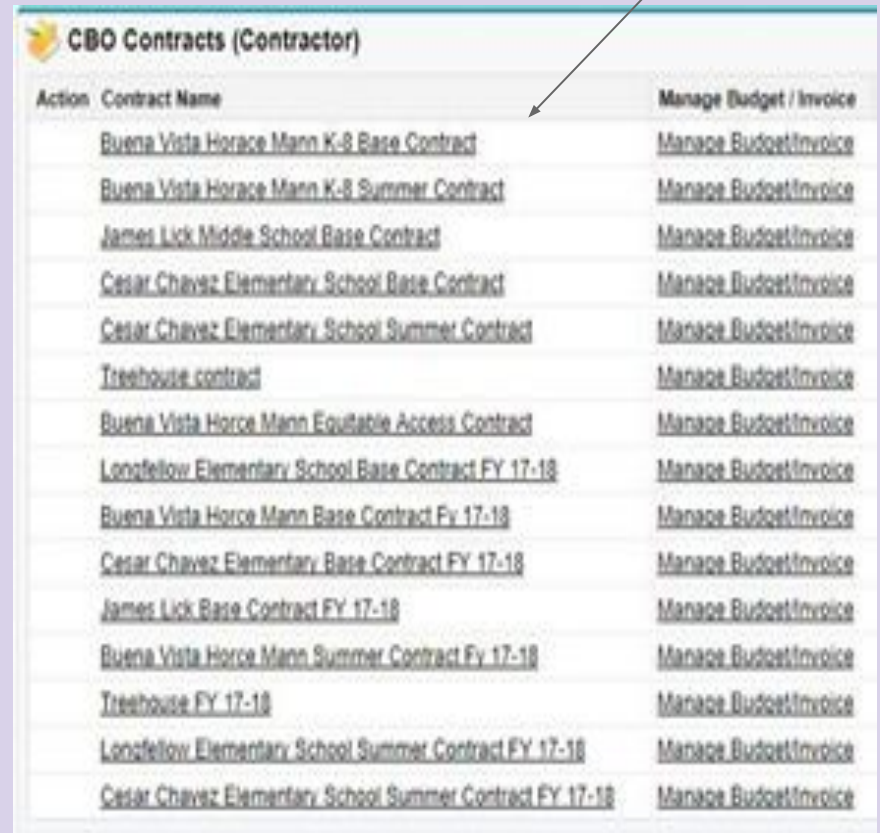
<https://sfusdexcel.force.com/CBO/s/login/>

or log into the **Hub** and click on EBS login

2. Select **School Site Contract** (Base or Supp) by clicking on name



The image shows the Salesforce login interface. At the top center is the Salesforce logo. Below it are two input fields: one for 'Email' with a person icon and one for 'Password' with a lock icon. A blue 'Log in' button is positioned below the password field. At the bottom left, there is a link that says 'Forgot your password?'.

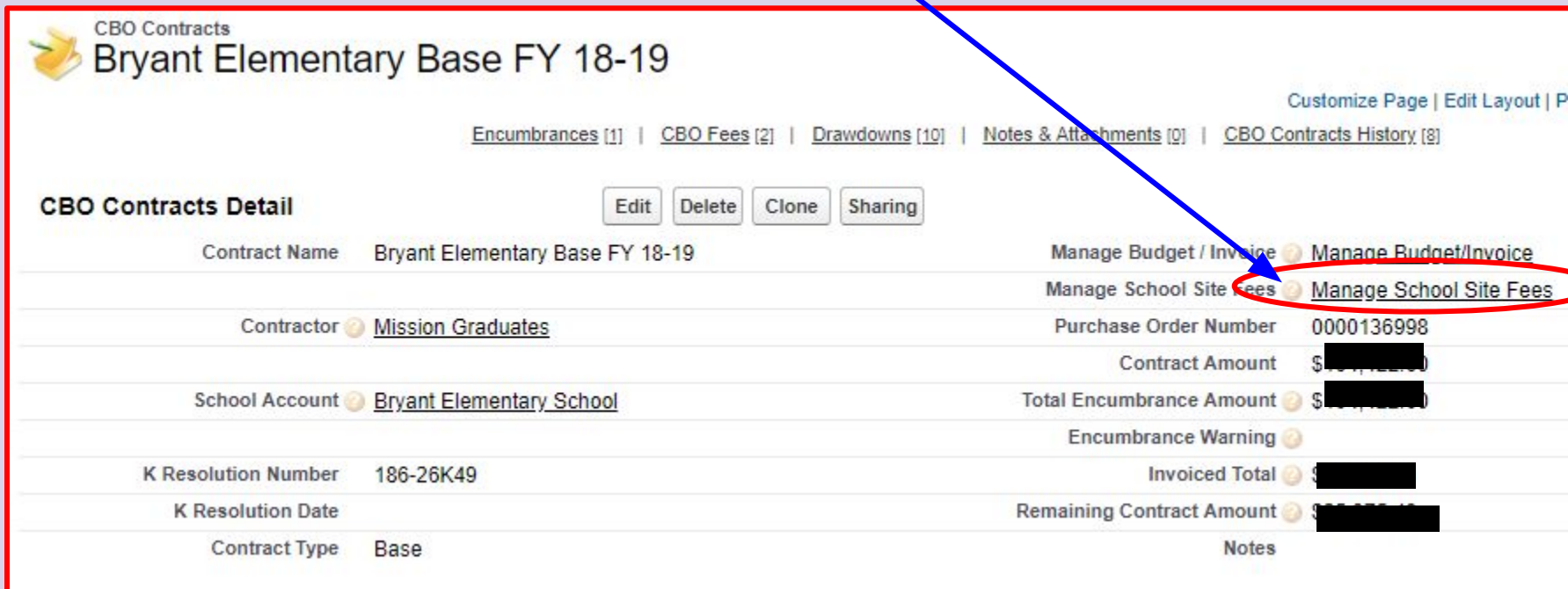


The image is a screenshot of a table titled 'CBO Contracts (Contractor)'. The table has three columns: 'Action', 'Contract Name', and 'Manage Budget / Invoice'. An arrow points from the text 'by clicking on name' in the instructions above to the 'Contract Name' column. The table contains 15 rows of contract data.

Action	Contract Name	Manage Budget / Invoice
	Buena Vista Horace Mann K-8 Base Contract	Manage Budget/Invoice
	Buena Vista Horace Mann K-8 Summer Contract	Manage Budget/Invoice
	James Lick Middle School Base Contract	Manage Budget/Invoice
	Cesar Chavez Elementary School Base Contract	Manage Budget/Invoice
	Cesar Chavez Elementary School Summer Contract	Manage Budget/Invoice
	Treehouse contract	Manage Budget/Invoice
	Buena Vista Horace Mann Equitable Access Contract	Manage Budget/Invoice
	Longfellow Elementary School Base Contract FY 17-18	Manage Budget/Invoice
	Buena Vista Horace Mann Base Contract Fy 17-18	Manage Budget/Invoice
	Cesar Chavez Elementary Base Contract FY 17-18	Manage Budget/Invoice
	James Lick Base Contract FY 17-18	Manage Budget/Invoice
	Buena Vista Horace Mann Summer Contract Fy 17-18	Manage Budget/Invoice
	Treehouse FY 17-18	Manage Budget/Invoice
	Longfellow Elementary School Summer Contract FY 17-18	Manage Budget/Invoice
	Cesar Chavez Elementary School Summer Contract FY 17-18	Manage Budget/Invoice

Managing Fee Schedules

1. Once you have located and opened the school contract
2. Click on Manage School Fees



CBO Contracts
Bryant Elementary Base FY 18-19

Customize Page | Edit Layout | P

[Encumbrances \[1\]](#) | [CBO Fees \[2\]](#) | [Drawdowns \[10\]](#) | [Notes & Attachments \[0\]](#) | [CBO Contracts History \[8\]](#)

CBO Contracts Detail Edit Delete Clone Sharing

Contract Name	Bryant Elementary Base FY 18-19	Manage Budget / Invoice	Manage Budget/Invoice
Contractor	Mission Graduates	Manage School Site Fees	Manage School Site Fees
School Account	Bryant Elementary School	Purchase Order Number	0000136998
K Resolution Number	186-26K49	Contract Amount	\$ [REDACTED]
K Resolution Date		Total Encumbrance Amount	\$ [REDACTED]
Contract Type	Base	Encumbrance Warning	
		Invoiced Total	\$ [REDACTED]
		Remaining Contract Amount	\$ [REDACTED]
		Notes	

Section I - Selecting the Record


▼ **Select Which Record You Wish to Edit**

If you have more than one semester for this Contract, please select which semester's Fee information you'd like to edit.

Fall - 2018 ▼

Fee Reporting Deadline: 1/31/2019

Section II - Information -

▼ Information	
Grant Year	2019
Semester	Fall
Calendar Year 	2018
SFUUSD Backfill	\$0.00
DCYF Backfill	\$0.00
Backfill attendance requirement for the year (listed in SFUSD contract):	<input type="text"/>
Students enrolled in Afterschool:	<input type="text"/>
Student Attendance Count:	<input type="text"/>
Number of Staff:	<input type="text"/>
Staff Ratio:	Not defined

This section auto populates

Section III - Fee Structure

▼ Fee structure	
# of students eligible for free/reduced meals enrolled in program:	<input type="text" value="29"/>
Fee Period:	<input type="text" value="Monthly ▼"/>
Period Fee (full-fee):	<input type="text" value="100.00"/>
Fee breakdown for students that are not eligible for free/reduced meals (as % of fee):	
# of Students that pay: 0%:	<input type="text"/>
# of Students that pay: 25%:	<input type="text"/>
# of Students that pay: 50%:	<input type="text"/>
# of Students that pay: 75%:	<input type="text"/>
# of Students that pay:100%:	<input type="text"/>
Sliding scale #:	<input type="text" value="0.00"/>
# of student that are non-compliant:	<input type="text"/>
Revenue generated from fee (semester):	<input type="text" value="10,000.00"/>

Section IV - Application Fee

▼ Application	
Application fee:	<input type="text" value="Yes"/>
If yes, how much:	<input type="text" value="350.00"/>
Application fee breakdown:	
Number of students that pay the full application fee:	<input type="text" value="54"/>
Number of students that pay a sliding scale fee:	<input type="text"/>
Amount generated from application fees July-December:	<input type="text" value="9,375.00"/>
Jan- Jun:	<input type="text" value="9,375.00"/>

Section V - Attendance

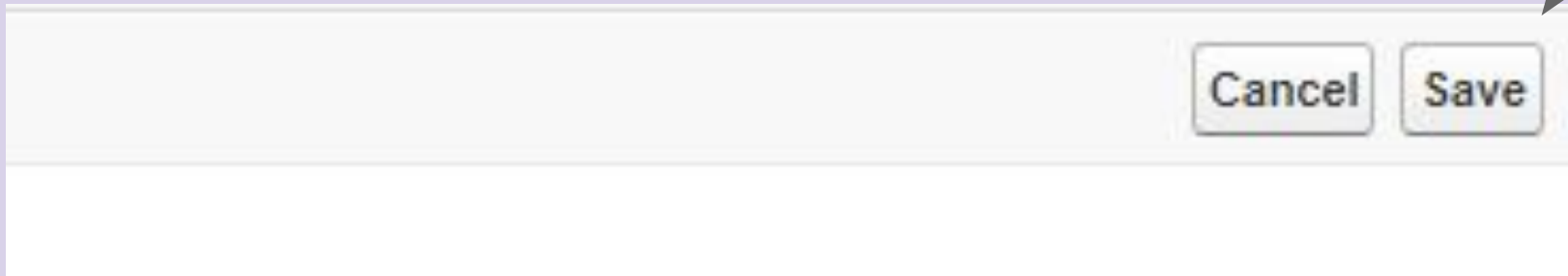
▼ Attendance

Is your site meeting the backfill attendance: ▼

Does your site have a waitlist

It applies only to the few ES & MS that have backfill as of FY 19/20 this will not apply to any ES or MS.

Don't forget to Save



ARE THERE ANY
QUESTIONS???

ExCEL's Billing System (EBS)

- EBS Manual-

<https://healthiersfexcel.org/wp-content/uploads/2018/08/EBS-Manual-for-Fiscal-Representatives.pdf>

Resources

ExCEL HUB: <https://healthiersfexcel.org/>

EBS Website: <https://sfusdexcel.force.com/CBO/s/login/>

EBS User Manual: <https://healthiersfexcel.org/wp-content/uploads/2018/08/EBS-Manual-for-Fiscal-Representatives.pdf>

EBS How to Videos: <https://healthiersfexcel.org/?s=EBS>

EMS Website: <https://www.youthservices.net/sfusd/>

EMS User Manual: <https://healthiersfexcel.org/wp-content/uploads/2018/07/EMS-User-Guide.pdf>

EMS How to Videos: <https://healthiersfexcel.org/?s=EMS>

Contact Information

1. Beatrice Hernandez de Montecino -
Hernandezdemontecinob@sfusd.edu
2. Justin Paz- Pazj@sfusd.edu
3. Karina Henriquez - HenriquezK@sfusd.edu
4. Lucy Hong- Hongl1@sfusd.edu