

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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September 5, 2017

TO: Chief Business Officers
Title IB Leadership Project Monitors

FROM: Javier Romero, Dean
Workforce and Economic Development Division

CC: CCCCCO WED Staff
CCCCCO Finance and Facilities Staff

SUBJECT: Perkins Funding and the New Financial System at the Chancellor's Office

Synopsis: On August 1, 2017 a memorandum was sent to CEOs, CBOs, CSSOs and CIOs regarding a new financial system at the Chancellor's Office (FI\$Cal) from the Assistant Vice Chancellor of Finance and Facilities Planning Division. The memo provided guidance related to the new "state government" system that now requires invoicing for grants and contracts above and beyond the online system reporting we currently have in place in order for the Controller's Office to allow payment. It specified that as of July 1, 2017, FI\$Cal would require all grant/contract payments be supported by an invoice.

The purpose of this memo is to clarify if federally funded Perkins requires invoicing via this new system and instructions on how to invoice.

- **Basic Grant Funding (Title I-C) Allocations** -- This funding source is by formula (allocations) and so is not required to have an invoice and standard processes for this funding will not change.
- **10% Reserve Funding (CTE Transitions) Allocations** -- This funding source is by formula (allocations) and so is not required to have an invoice and standard processes for this funding will not change.
- **Title I-B (Leadership) – Requires Invoicing** -- This funding source is not via allocation and so the grants, contracts and Interagency Agreements within this funding source **MUST** report and support that reporting with an invoice.

Invoicing is required for any reimbursement made for Title I-B Leadership after July 1, 2017 so in order to get reimbursed for 4th quarter and final claim expenditures

for fiscal year 2016-17 invoices must be sent to the Chancellor's Office using the following guidelines.

In 4th quarter the Legal Terms and Conditions Article I payments specifies that payment cannot exceed ninety percent of the total allocation as ten percent must be withheld upon successful receipt of deliverables of final fiscal and program reporting (Example: Allocation \$200,000 x 90% = \$180,000). In 4th quarter, while the District/Contractor may certify for the entire allocation amount, the Chancellor's Office would manually remove the last ten percent before paying 4th quarter and pay the last ten percent upon successful completion of final claim requirements. The following two invoices are due to the Chancellor's Office ASAP for fiscal year 2016-17 as 4th quarter has already been certified in July and final claims are due Thursday August 31st:

- 4th Quarter Invoice -- can only be 90% of the full allocation as certified in 4th quarter.
- Final Claim Invoice -- Anything left unpaid (including the last 10% of the allocation) as certified in the final claim.

[Click here for the Perkins Q4 payments](#)

All future progress payments and final payments for 2017-18 will follow this same reporting schedule with the addition of an invoice.

1. **Complete an invoice.** To ensure consistency, timely payments, and compliance with state requirements, use the suggested invoice template to request quarterly and final payments (see attached) or use your own invoice. The invoice template includes specific instructions and guidance. Please make sure instructions are read carefully as filling out an invoice incorrectly will result in payment not being processed. (**NOTE:** This template is a general template for all funding sources requiring an invoice. For Perkins, no advanced payment is allowed and the two payment types that would be applicable would be progress payment (quarterly reporting) and the final payment.
2. **Electronically Submit Invoices.** All invoices must be emailed to the Accounting Office (accountspayable@ccco.edu) and state "INVOICE ENCLOSED – District name and Agreement/Grant Number" on the email's subject line. It is not necessary to mail a hard copy.

Contacts: Please contact your Chancellor's Office Program Monitor if you have any questions or concerns about the new invoicing process. For invoicing guidance and the Fi\$Cal system, please visit <http://extranet.ccco.edu/Divisions/FinanceFacilities/FICalInvoicingProcess.aspx>