

Financial Systems 101

Financial Scoring Model
10 points maximum score

Payment Request Form and Summary (6 points)

- On agency letterhead
- Contract and account number must be correct
- Term for request must be updated
- Budget is the same as contract Exhibit A, amended if necessary
- Budget lines and columns must foot in both directions (it's easiest to prepare it in excel, double check your formulas and link between sheets to eliminate typos)
- Previous request column on current request must equal requested to date on previous request
- Total requested must equal backup
- Signed by agency executive director or finance director
- Summary page must list payroll detail for each category on payment by title, pay period, amount charged to CDBG or ESG and other
- Timesheets submitted as backup MUST be signed by agency employee and supervisor
- Costs incurred must be during the contract and billing period. For example, if you have a pay period or bill with a period that crosses, it needs to be prorated between periods.

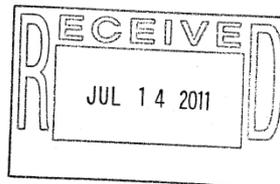


Safe Haven Shelter for Battered Women

www.safehavenshelter.org

P.O. Box 3558
Duluth, MN 55803
(218) 728-6481
(218) 728-5084 fax

 Family Justice Center
A Program of S4HS
414 W. First Street • Duluth, MN 55802
(218) 623-1000 • (218) 623-1006 fax



7/10/2011

Keith Hamre
Community Development Division
407 City Hall
Duluth, MN 55802

Program: 2011 (CDBG)
Safe Haven Shelter Program

Contract #
Acct # 11PS-07

This is a request for reimbursement of costs totalling \$930.95 for the period of
for the period of 04/01/11-06/30/11

	Budget	Previous Requests	Current Request	Requests to date	Balance
Salary & Benefits Child Advocate 1	16,000.00	0.00	5,459.33	5,459.33	10,540.67
Salary & Benefits Child Advocate 2	16,000.00	0.00	4,676.05	4,676.05	11,323.95
Total	32,000.00		10,135.38		21,864.62
Total Requested			10,135.38		

I certified that these costs have been incurred. Backup and documentation are enclosed.

Sincerely,

Beth Elstad
Financial Coordinator

30,976

Hold for paymt _____

Amt denied for paymt _____

Approved for paymt _____



7/10/2011

Keith Hamre
Community Development Division
407 City Hall
Duluth, MN 55802

Program: 2011 (CDBG)
Safe Haven Shelter Program

Contract #
Acct # 11PS-07

This is a request for reimbursement of costs totalling ~~\$930.95~~ ^{10,135.38} for the period of
for the period of 04/01/11-06/30/11

	Budget	Previous Requests	Current Request	Requests to date	Balance
Salary & Benefits Child Advocate 1	15,488.00	0.00	5,459.33	5,459.33	10,028.67
Salary & Benefits Child Advocate 2	15,488.00	0.00	4,676.05	4,676.05	10,811.95
Total	30,976.00		10,135.38		20,840.62

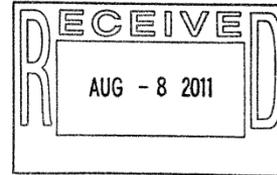
Total Requested	10,135.38
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I certified that these costs have been incurred. Backup and documentation are enclosed.

Sincerely,

Beth Elstad
Financial Coordinator

7/10/2011



Keith Hamre
Community Development Division
407 City Hall
Duluth, MN 55802

Program: 2011 (CDBG)
Safe Haven Shelter Program

Contract # 21365
Acct # 11PS-07

This is a request for reimbursement of costs totalling \$10135.38 for the period of
for the period of 04/01/11-06/30/11

	Budget	Previous Requests	Current Request	Requests to date	Balance
Salary & Benefits Child Advocate 1	15,488.00	0.00	5,459.33	5,459.33	10,028.67
Salary & Benefits Child Advocate 2	15,488.00	0.00	4,676.05	4,676.05	10,811.95
Total	30,976.00		10,135.38		20,840.62

Total Requested 10,135.38

I certified that these costs have been incurred. Backup and documentation are enclosed.

Sincerely,

Beth Elstad
Financial Coordinator

Hold for paymt _____

Amt denied for paymt _____

Approved for paymt *[Signature]* \$10,135.38
[Signature]

10/6/2010

Keith Hamre
Community Development Division
17 City Hall
Duluth, MN 55802

Reim

Subject: CDBG Payment Request
Project Name: Damiano Center Services
Contract: 21165

Contract Term: 04/01/10-03/31/11
Account: 10-PS-03

This is a request for reimbursement totaling \$ **9,530.88** for the period of 07/01/10-09/30/10

	Budget	Previous Request	Current Request	Request to Date	Balance
Salary Clothes That Work coordinator	15,000.00		4,530.88	4,530.88	10,469.12
Salary Social Services Director	5,000.00		5,000.00	5,000.00	-
Total	20,000.00	-	9,530.88	9,530.88	10,469.12

Total Requested 9,530.88 ✓

Verify that these costs have been incurred. Backup and documentation are enclosed.

Sincerely,



David Benson
Executive Director

Held for payment _____

And denied for payment _____

Approved for payment *[Signature]*
\$9,530.88

Position	Date Incurred	CDBG Amount	Other Amount	Total Amount	% CDBG	Timesheets Enclosed	
Salaries Program Manager	07/11/10-07/24/10	686.40	686.40	1,372.80	50%	Yes	
	07/25/10-08/07/10	686.40	686.40	1,372.80	50%	Yes	
	08/08/10-08/21/10	686.40	686.40	1,372.80	50%	Yes	
	08/22/10-09/04/10	686.40	686.40	1,372.80	50%	Yes	
	09/05/10-09/18/10	686.40	686.40	1,372.80	50%	Yes	
Benefits	Taxes	07/11/10-07/24/10	63.29	63.29	126.58	50%	Yes
		07/25/10-08/07/10	63.29	63.29	126.58	50%	Yes
		08/08/10-08/21/10	63.29	63.29	126.58	50%	Yes
		08/22/10-09/04/10	63.29	63.29	126.58	50%	Yes
		09/05/10-09/18/10	63.30	63.28	126.58	50%	Yes
	Worker's Comp	July, 2010	6.76	26.02	32.78	21%	Yes
		August, 2010	4.53	17.43	21.96	21%	Yes
		September, 2010	4.53	17.43	21.96	21%	Yes
	Putnam Fiduciary	07/11/10-07/24/10	34.32	34.32	68.64	50%	
		07/25/10-08/07/10	34.32	34.32	68.64	50%	
		08/08/10-08/21/10	34.32	34.32	68.64	50%	
		08/22/10-09/04/10	34.32	34.32	68.64	50%	
		09/05/10-09/18/10	34.32	34.32	68.64	50%	
	Retail Clerks	July, 2010	195.00	195.00	390.00	50%	
		August, 2010	200.00	200.00	400.00	50%	
September, 2010		200.00	200.00	400.00	50%		
SUBTOTAL		4,530.88	4,575.92	7,734.00			
Salaries Program Manager	07/11/10-07/24/10	708.96	-	708.96	100%	Yes	
	07/25/10-08/07/10	708.96	-	708.96	100%	Yes	
	08/08/10-08/21/10	708.96	-	708.96	100%	Yes	
	08/22/10-09/04/10	708.96	-	708.96	100%	Yes	
	09/05/10-09/18/10	708.96	-	708.96	100%	Yes	
	Benefits	Taxes	07/11/10-07/24/10	66.46	-	66.46	100%
07/25/10-08/07/10			66.47	-	66.47	100%	Yes
08/08/10-08/21/10			66.11	-	66.11	100%	Yes
08/22/10-09/04/10			66.12	-	66.12	100%	Yes
09/05/10-09/18/10			66.12	-	66.12	100%	Yes
Worker's Comp		July, 2010	6.98	-	6.98	100%	Yes
		August, 2010	4.68	-	4.68	100%	Yes
Total	Retail Clerks	July, 2010	307.58	82.42	390.00	79%	
		August, 2010	400.00	-	400.00	100%	
		September, 2010	400.00	-	400.00	100%	
	SUBTOTAL		5,000.00	82.42	5,082.42		
		9,530.88	4,658.34	12,816.42			

Audit Report (1 point)

- Audit confirmation letter is to be submitted in a timely manner, be accurate and in the correct format (see examples)
- A-133 audit is **required** by federal regulations if agency expenditures are over \$500,000 during any given fiscal year
- Submit within 9 months of end of fiscal year OR request extension if it will be submitted late
- Include management letter (if issued) or letter stating that there was no management letter issued
- **Opinion page must be on audit firm's letterhead and signed**
- **Please submit a copy of your audit firm's most recent external peer review report and any letter of comment. You will need to request this from your audit firm. This needs to be submitted on or before October 15, 2011.**



Recognize your potential • Realize your dreams

205 West Second Street • Suite 101 • Duluth, MN 55802

Phone (218) 722-3126 • fax (218) 722-4617

www.soarcareers.org • info@soarcareers.org

Janie Miller
CDBG Financial Analyst
107 City Hall
Duluth, MN 55802-1197

July 11, 2011

Dear Ms. Miller:

Our records are currently being audited by Eikill & Schilling, Ltd. Please verify the following data and confirm directly to them at 600 Wells Fargo Center, 230 West Superior Street, Duluth, MN 55802. A postage-paid envelope has been enclosed for your convenience.

Total grant award to SOAR Career Solutions for CDBG FY 2009 (4/1/09 - 9/30/12): \$150,000
(3.5-year Contract #20877, Acct #09-ED-01)

Total grant expended during SOAR's fiscal year ended 6/30/11: \$31,500
Unexpended balance as of 6/30/11: \$18,000

Reimbursement Schedule: 7/1/10 – 6/30/11

<u>Period</u>	<u>Amount</u>	<u>Check No.</u>	<u>Check Date</u>
7/1/10 – 9/30/10	\$14,000	73416	11/22/10
10/1/10 – 12/31/10	\$3,000	75828	2/7/11
1/1/11 – 3/31/11	\$4,500	78254	5/2/11
6/16/11 special inv	\$8,500	(pending)	(pending)
4/1/11 – 6/30/11	<u>\$1,500</u>	(pending)	(pending)
Total:	\$31,500		

Does this grant have any restrictions (circle one)? YES NO

If YES, briefly list (or attach) the grant restrictions (i.e. limited to specific programs, clients, etc):
Duluth at Work program only

All grant requirements have been met by SOAR: _____ yes _____ no

If you concur with the above, please sign below. If there are any variances, please specify.

Thank you. Sincerely,

Rebecca Ellenson
Executive Director

The above information is: _____ correct _____ incorrect.

Signed _____ Dated _____

Variances, if any _____



June 30, 2011

City of Duluth
City Clerks Office
330 City Hall
411 W First St
Duluth MN 55802

Our auditors, Walker, Giroux & Hahne, Ltd., PO Box 960, Virginia, MN 55792, are conducting an audit of our financial statements as of June 30, 2011 and for the year then ended.

Please furnish directly to them, the amount of money transferred to us for the period July 1, 2010 through June 30, 2011. Please list each payment and date individually.

Thank you.

Very Truly Yours,


James Glancy
Director
Executive Services

Ph.AuditLetter.CityofDuluth.June30.2011

702 Third Avenue South, Virginia, Minnesota 55792-2797
(218) 749-2912 (800) 662-5711 FAX: (218) 749-2944 TDD: (800) 862-0175

Equal Opportunity Employer and Affirmative Action Agency



Independent Auditor's Report

October 25, 2010

To the Board of Directors
Welch Center, Inc. d/b/a Valley Youth Center
Duluth, Minnesota

We have audited the accompanying statements of financial position of the Welch Center, Inc. d/b/a Valley Youth Center as of December 31, 2009 and 2008 and the related statements of activities, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Welch Center, Inc. as of December 31, 2009 and 2008 and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Independent Auditor's Report

April 27, 2011

To the Board of Directors
Welch Center, Inc. d/b/a Valley Youth Center
Duluth, Minnesota

We have audited the accompanying statements of financial position of the Welch Center, Inc. d/b/a Valley Youth Center as of December 31, 2010 and 2009 and the related statements of activities, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Welch Center, Inc. as of December 31, 2010 and 2009 and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Licari, Larsen & Co. Ltd

(1)

Other (1 point)

- Application Clarity
- Subrecipient Responsiveness
- Proper handling and reporting of program income
- Familiarity with federal regulations and circulars

Demographic Reports (2 points)

- Must be submitted in a timely and accurate manner per your contracts. Payment requests will **not** be processed until demographic forms are correct.

Miscellaneous (no points but important nonetheless)

- The City is audited by the State Auditor's office annually and monitored by HUD periodically.
- Being familiar with your contract(s) will help you save time and reduce errors.
- Submitting information to the correct office will also help save time. Submit payment requests, demographics and general organization info to Community Development Office. Submit audit confirmations and audit reports to Janie Miller, City Auditor's Office, 107 City Hall, Duluth, MN 55802. Janie's phone is 218-730-5042, her email is Jmmiller@duluthmn.gov.
- Payment requests or demos with errors and repeated submissions will cause you to lose points.