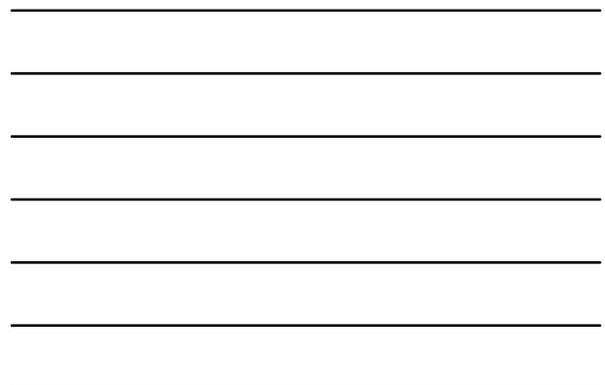
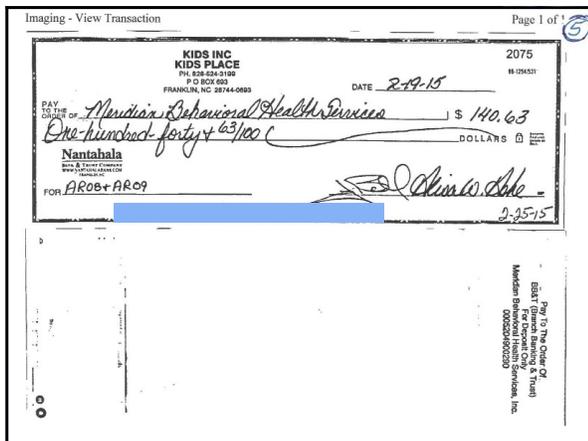
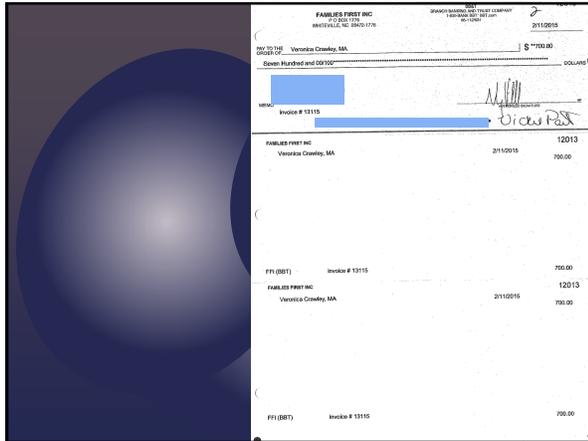
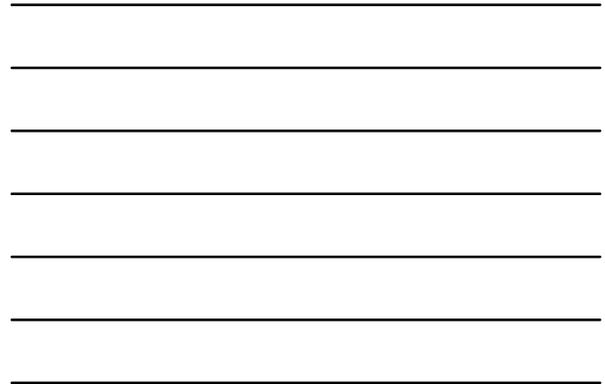
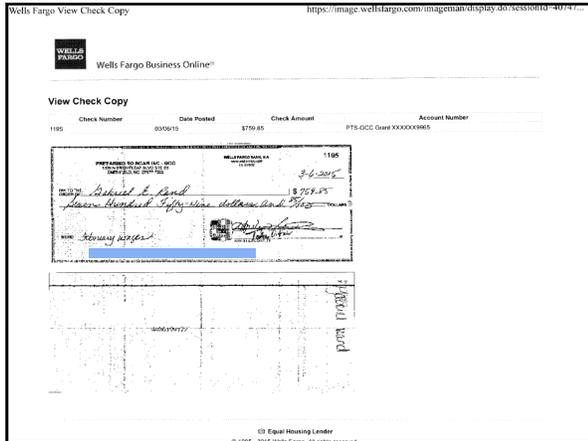


Employee Name <u>Sharon Houston (Court Advocate 1)</u>										
Month <u>March 2015</u>										
Day	Date	FS1	FS2	FS3	FS4	Total Time Worked	Sick/Vac	Other	Total Leaves	Description of Work Performed
Sunday	15									
Monday	16	4	2	2		8				client intake; court; home visitation; shelter setup
Tuesday	17	4	2	2		8				admin; files; court; group sessions
Wednesday	18	4	2	2		8				client intake; court; home visitation; shelter setup
Thursday	19	4	2	2		8				referral follow-up; meetings
Friday	20	4	2	2		8				court all day
Saturday	21									
Sunday	22									
Monday	23	4	2	2		8				visitation; collaboration mtg with LEAs
Tuesday	24	4	2	2		8				court all day
Wednesday	25	4	2	2		8				client intake; shelter visits; reports
Thursday	26	4	2	2		8				reports; admin; files; phone/e-mails
Friday	27	4	2	2		8				court all day
Saturday	28									
Sunday	29									
Monday	30	4	2	2		8				referral follow-up; court
Tuesday	31	4	2	2		8				training all day
Wednesday										
Thursday										
Friday										
Saturday										
Total		40	24	24		88				



Contract Components:

- PROJ ID
- Contractor ID (optional)
- Scope/Service
- Start & End dates
(must be within the project award period)
- Verify contractor's status

Equipment

Required = Proof of payment

- Bank Statement showing expense
- Cancelled check
- Invoice showing balance paid
- Receipt
- Property Control Record
- Pictures

Property & Equipment

- Assess need – no stockpiling
- GCC ≠ repair/replace
- **YOU MUST** verify the vendor's status (**SAM.gov & NC DOA**)
- Bidding or Sole Source
- Provide
 - Procurement Policy
 - Purchasing Policy

Supplemental State
Equipment Requirements

Capitalization/Classification Policy

Effective Date:
7/1/95
8/28/96, Revised
1/22/07, Revised
7/1/09, Revised

Policy:
A capital asset is property, such as land, land improvements, easements, buildings, equipment, works of art and historical treasures, and infrastructure, with a cost equal to or greater than \$5,000 and a useful life of two or more years. Capital assets are acquired for use in normal operations and are not for resale. These assets may be subject to depreciation (see [Depreciation](#)). Exceptions to the \$5,000 capitalization threshold will require written approval by the Office of the State Controller (OSC).

Assets costing below \$5,000 are expensed; they are not capitalized nor depreciated for financial reporting purposes. A physical inventory will be taken of inventoried assets at least once a year at the same time the capitalized fixed assets are inventoried (Physical Inventory).

Intangible assets, which are generally classified as capital assets, have a separate capitalization threshold (see [Intangible Assets Policy](#)).

Accounting Guidance:
Costs incurred to keep a fixed asset in its normal operating condition that do not extend the original useful life of the asset or increase the asset's future service potential, are not capitalized. These costs are expensed as repairs/maintenance (see [Maintenance](#)).

According to GAAP, capital assets should be recorded at historical cost or estimated historical cost. Cost includes purchase price or cost of construction plus any other charges incurred to place the asset in its intended location and condition for use. Example of other charges include, but are not limited to:

- legal and title fees
- appraisal and registration fees
- surveying fees
- other closing costs
- damage payments
- land-acquisition costs
- demolition cost
- architect and accounting fees
- insurance premiums during the construction phase
- transportation charges
- interest cost incurred during construction of the asset

Donated assets should be recorded at their fair market value on the date donated. The fair market value is the estimated amount at which the asset would be exchanged between a willing buyer and seller when neither is forced into the exchange. Both parties should have knowledge of all facts and consider it an equitable exchange.

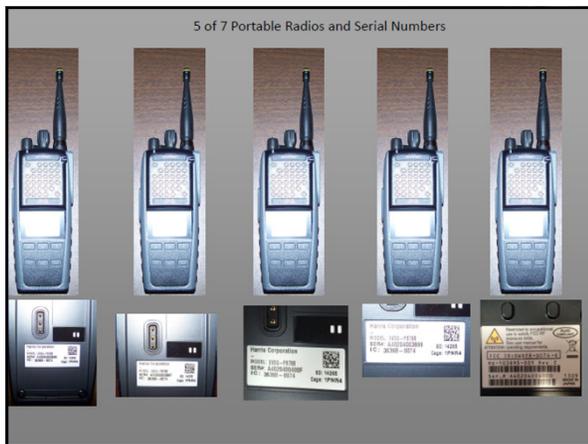
In-house resources such as labor, materials, and supplies used from General Services should also be included as part of the cost of the asset. Capitalize the costs as if outside sources were used.

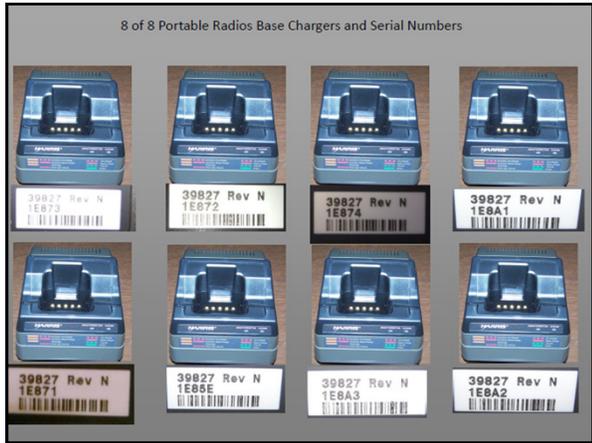
Once capital assets are recorded, any adjustment to the values or useful lives requires management authorization.

State Controller's Office regs













Adjustments

Non-Budgetary

- Grant Period Extension
- Personnel changes

Budget Adjustment

- Reallocate funds
- Increase/Decrease award

Changes

Governing Board or Agency Changes

- > Address or phone number
- > BOD (**Authorizing Official or Finance Officer**)
- > Scope

Governing Board Approval is required for all modifications to budgets

Governmental & Non-profit agencies

Budget Item Description	Quantity	Unit Cost	Total	Total Remaining	Quantity Remaining	
Rent	12	\$462.50	\$5,550.00	\$1,849.98	4	Freeze
Utilities	12	\$75.00	\$900.00	\$211.03	10	Freeze
Insurance	12	\$40.90	\$490.80	\$366.57	10	Freeze
Case of Paper	12	\$15.00	\$180.00	\$180.00	12	Change Delete
Ink/Toner	12	\$60.00	\$720.00	\$523.13	9	Freeze
Website	12	\$12.50	\$150.00	\$150.00	12	Change Delete
Internet	12	\$25.00	\$300.00	\$189.33	11	Freeze
Telephone	12	\$52.50	\$630.00	\$507.32	11	Freeze
Postage	12	\$29.40	\$352.80	\$191.07	8	Freeze
Accounting	12	\$75.00	\$900.00	\$900.00	12	Change Delete
Printing	12	\$50.00	\$600.00	\$567.97	11	Freeze

Add New Supplies Budget Item

Freeze = zero out the line

Interactive Demonstration

Wrap up!
