DGLVR Webinar

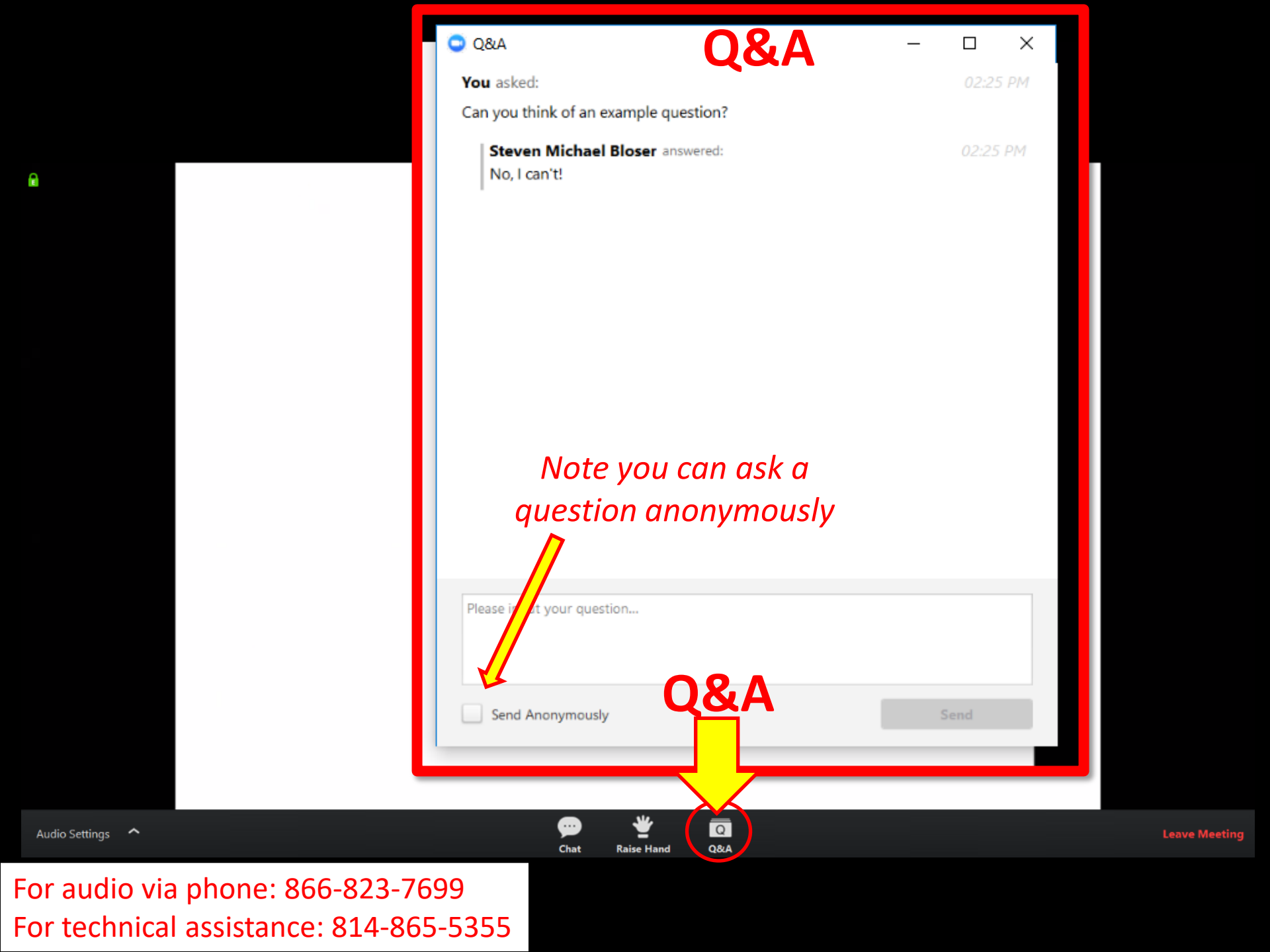
9/24/2018
Starts at 10am

CDGRS Quarterly Report Preparation

If you are reading this, then you are successfully seeing the webinar video. Webinar audio should be automatic through your computer, and options can be accessed in the “audio options” button on the bottom left. If you are having audio issues, or are in a location where listening via phone is preferable, audio is also available on the CDGRS conference line at: 866-823-7699.

For technical assistance, call: 814-865-5355

PennState zoom



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Roy will be presenting via the call-in phone line.

For those who called in, please mute your computer and your phone so that we can avoid any potential feedback and random office sounds.

Thank You!!!

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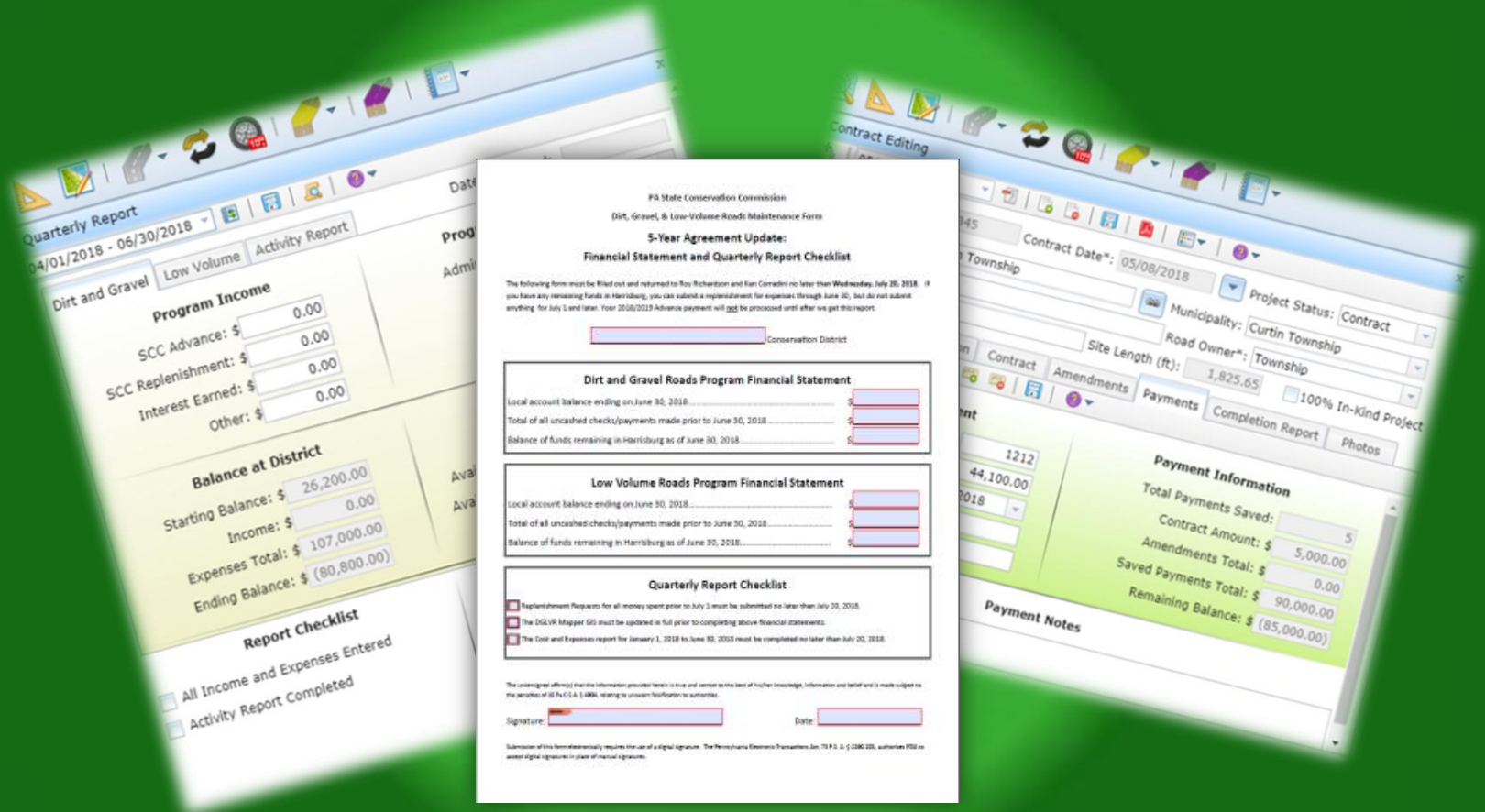
CDGRS Quarterly Report Preparation



Ken Corradini, CDGRS

Roy Richardson, SCC

PENNSTATE

Center for Dirt and Gravel Road Studies

This is NOT a Quarterly Report Training!!!!

Webinar Trainings to begin next Tuesday

Schedule posted at the end of this presentation

Replenishments

- Hand written replenishments are no longer accepted
- Generated automatically within the system
- Automatically submitted for each quarter
- Separate replenishments for Dirt and Gravel and Low Volume
- Districts responsible for reporting replenishments as income in future quarters
  - Why the #$%@ do we have to do that????

District Manager Responsibilities

- Submit Quarterly Report in the GIS Mapper
  - By submitting the quarterly report, the District Manager is SIGNING the replenishment report
- Keep track of your technician's activities
- User-Id and Password required
  - Must attend a training session to obtain user-id and password
- Will be able to track the status of replenishments via automated email
  - Submitted
  - Accepted
  - Replenishment Processed (i.e., document number)

District Manager Responsibilities

- Can anyone else submit the #$%@ quarterly report????
  - Yes, but not your technician
  - Must be a district employed financial or office manager
  - Cannot be a sub-contractor
  - If a financial or office manager is delegated, be sure to share the activity report with your manager
- Send a written request including the delegate's name to Roy Richardson.

Reporting Expenses

- Projects
- Administration
- Education

Reporting Expenses

Projects

- Must enter all Project Payments into the GIS Mapper via the Contract Editor
- Automatically appears in the Quarterly Report

Reporting Expenses

Administration and Education

- Must enter sum total for each in the Quarterly Report
- Dirt and Gravel and Low Volume are separate
- All documentation must be made available during QAQC visits
- Expenses must be reported in the quarter they are billed out of each Program account

Reporting Expenses

Administration and Education

- Scenario 1 - Your District bills out ALL expenses directly from the Program account.
- Do I report these expenses for current quarterly report?

Reporting Expenses

Administration and Education

- Scenario 1 - Your District bills out ALL expenses directly from the Program account.
- Do I report these expenses for current quarterly report?

Yes!!!

These are actual expenses withdrawn during the quarter to be reported. They can also be documented.

Reporting Expenses

Administration and Education

- Scenario 2 - Your District bills out salaries from a general account but other expenses directly from the Program account.
- Do I report these expenses for current quarterly report?

Reporting Expenses

Administration and Education

- Scenario 2 - Your District bills out salaries from a general account but other expenses directly from the Program account.
- Do I report these expenses for current quarterly report?

Yes, sort of…

Reporting Expenses

Administration and Education

…So why sort of?

The other expenses are withdrawn during the quarter to be reported. They can also be documented.

If the salaries are reimbursed from the Program account to the general account during that SAME quarter, then they would be reported. Otherwise they are reported in the Quarter that they are withdrawn from the Program account.

Reporting Expenses

Administration and Education

- Scenario 2 example a:
  - District pays salaries from the general account for the July 1 – September 30 Quarter.
  - They reimburse from the Program account to the general account **on or before** September 30.
- Do they report these salary expenses in the July – September Quarter?

Reporting Expenses

Administration and Education

- Scenario 2 example a:
  - District pays salaries from the general account for the July 1 – September 30 Quarter.
  - They reimburse from the Program account to the general account **on or before** September 30.
- Do they report these salary expenses in the July – September Quarter?

Yes

Reporting Expenses

Administration and Education

- Scenario 2 example b:
  - District pays salaries from the general account for the July 1 – September 30 Quarter.
  - They reimburse from the Program account to the general account **after** September 30.
- Do they report these salary expenses in the July – September Quarter?

Reporting Expenses

Administration and Education

- Scenario 2 example b:
  - District pays salaries from the general account for the July 1 – September 30 Quarter.
  - They reimburse from the Program account to the general account **after** September 30.
- Do they report these salary expenses in the July – September Quarter?

No!!

Reporting Expenses

Administration and Education

…So why no?

The salaries are considered spent via Program funds only when withdrawn from Program funds.

Reporting Expenses

Administration and Education

- Report total expenses for all quarters that were billed in the current quarter to be reported.
  - Example: July 1 – December 31 salaries are reimbursed from the Program account to the general account on January 7. These 6 months would be reported in the January 1 – March 31 Quarterly Report because that is when the expenses can be documented.
- For the Quarters that you do not have admin or education for, leave the amount at $0 in their respective fields.

Reporting Expenses

Take Home

A Program expense is NOT a Program expense until it is PAID for by the Program!!

Reporting Income

- Advances
- Replenishments
- Interest
- Other

Reporting Income

- Advances
  - Report Advances in the quarter you received them
- Replenishments
- Interest
- Other

Reporting Income

- Advances
- Replenishments
  - Report Replenishments in the quarter you received them
- Interest
- Other

Reporting Income

- Advances
- Replenishments
- Interest
  - Report Interest on a quarterly basis if possible
  - Otherwise, report interest in the quarter you receive your statement
    - For the Quarters that you do not have interest for, leave the amount at $0
- Other

Reporting Income

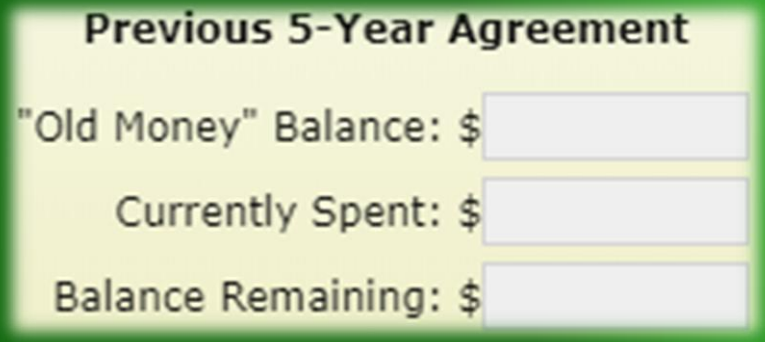
- Advances
- Replenishments
- Interest
- Other
  - Report all other income in the quarter you received them (i.e., municipality returns an advance payment)
  - You are required to list the source(s) of other income in the Activity Report section

Uncommitted Funds

- Uncommitted funds are calculated in each quarter
- Represents the amount of money you currently have available to spend on projects, admin, and education.

Tracking "Old Money" Spending

- All Districts have an "Old Money" balance that they need to spend by **June 30, 2019**
  - "Old Money" Balance = June 30, 2018 Starting Balance + Money in Harrisburg not received by June 30, 2018
- Balance is reduced by the amount spent during each quarter until balance is zeroed out.



Annual Summary Report

- Do we still need to complete a #$%@ annual summary report????
  - Yes!!!
  - Why? The ASR calculates the District's spending for the previous year which is used to determine whether or not you receive a new allocation.
  - Also this is where the District reports their limestone cost estimate as required by law
- Due January 15

Webinar Training Agenda

- **7 Trainings held during last week of September**
  - Each webinar limited to a max of 10 counties
  - Registration available on the Webinar's page of the CDGRS website

Webinar Training Agenda

- **Topics Include:**
  - Site Login and Password Change
  - Viewing the Quarterly Report
  - Overview of the Quarterly Report Tabs (Programs, Activity Report, Managers)
  - Completing the Quarterly Report (Techs)
  - Submitting the Quarterly Report (Managers)
  - Tracking the status of the Quarterly Report once it has been approved
  - Receiving your Replenishment

Quarterly Report Timeline

- **September 19:** Four repeated Quarterly Report Sessions in Indiana (workshop)
- **September 24:** Webinar – Repeat of QR Session at Workshop
- **September 25:** QR Training Webinars – 10 am & 2 pm
- **September 26:** QR Training Webinars – 10 am & 2 pm
- **September 27:** QR Training Webinars – 10 am & 2 pm
- **September 28:** QR Training Webinar – 9 am
  - Potential 11 am webinar if needed
- **October 1:** Quarterly report able to be submitted
- **October 15:** Quarterly report due in new system

Questions???????

Questions???????

Oops….We are out of time ;)