

# FY24 PAYMENT REQUESTS

- Funding is awarded and reimbursed on a project-by-project basis.
- Payment requests (funding) are on an expense reimbursement basis, and documentation for all expenses must be provided with payment requests.
- Payment requests may be reimbursed beginning on July 15, 2023, so long as a contract is signed, and contract contingencies (as applicable) have been met.
- Reimbursements submitted must align with the line-item project budget provided by the Sponsor in the application process.
- Payment requests must be submitted by the organization that was awarded funding.
  - Funds must be deposited into a bank account associated with the awarded organization.
  - Unspent funds shall not be disbursed to the Sponsor but shall be retained by the District and reallocated for other purposes at the sole discretion of the District.
  - The District shall not be obligated to re-award unspent funds from the prior year.
- Payment requests are processed and sent for payment 2x/month (the 2nd and 16th).
  - Requests received on or before the 1st will be processed on the 2nd.
  - Requests received on or before the 15th will be processed on the 16th.
    - Sponsors are encouraged to submit requests 3-5 days before processing to ensure requests are accurate.
  - Expect to receive payment 7-10 days following processing.

## INSTRUCTIONS

- When you are ready to submit a payment request download the Payment Request Itemized Expenses Workbook (linked below). Use a new workbook with each request and use a workbook that reflects the number of projects you were awarded funds.
- Read all instructions and look at the example on the first worksheets prior to submission.

### Workbooks by Number of Project

- [1 Project](#)
- [2 Projects](#)
- [3 Projects](#)
- [4 Projects](#)
- [5 Projects](#)
- [6 Projects](#)
- [7 Projects](#)
- [8 Projects](#)

- On the "Total" worksheet enter your organization name AND the date of submission.
  - *Note that the "Total" worksheet will pull amounts based on the data entered in the following worksheets... please DO NOT enter amounts on the "Total" worksheet.*

**Please read instructions prior to completion.**

<b>Organization Name: Org ABC</b>	
Date of Submission: 8/12/23	
	<b>Amount Requested:</b>
Project 1	\$ -
Project 2	\$ -
Project 3	\$ -
Project 4	\$ -
<b>Total Request Amount:</b>	<b>\$ -</b>

- Provide your expenses on the corresponding worksheets for each project you are requesting funds for. If you are not submitting any expenses for a particular project leave the corresponding worksheet blank.
- Enter the Project Name for Project 1 as the 1st project provided on your application.
- Expense by expense:
  - Select (using the drop downs in columns a & b) Direct or Indirect and then the Expense Category. **Please ensure the selection match the detail provided on the project budget submitted with your original application.**
  - Provide the details requested in columns c-f
- List all expenses included in this request in the order the supporting documentation is organized.
- Repeat steps above for all projects you are requesting funds for with this request.

<b>PROJECT 1 NAME: Project X</b>					
Please list each item in the current payment request for Project 1: If you are not requesting funds for Project 1 with this request please leave this workbook blank.					
Direct vs Indirect Expense <small>Select below</small>	Expense Category <small>Select below</small>	Date	Vendor/Name	Description	Amount

Direct vs Indirect Expense <small>Select below</small>	Expense Category <small>Select below</small>	Date	Vendor/Name	Description	Amount
Direct	Contract Services	8/1/23	ABC Company	Website services	\$ 500.00
Indirect	Rent and Mortgage	8/1/23	Landlord	August Rent	\$ 1,000.00
Indirect	Travel & Training	7/25/23	Training Conference X	Training for staff	\$ 700.00
Direct	Materials and Supplies	7/30/23	Concrete compnay	Concrete for new sidewalk	\$ 1,500.00
Direct	Contract Services	8/2/23	Concrete compnay	Labor for concrete pour	\$ 2,000.00
Indirect	Office Expenses	7/25/23	Staples	Paper for copier	\$ 50.00
Direct	Payroll and Benefits	8/1/23	Sidewalk Company	Staff time for sidewalk project	\$ 750.00

- Save the workbook in an accessible location.
- Scan or organize all receipts/invoices that correspond with EACH itemized expense listed in the workbook as a consolidated PDF.
  - Make receipts are in the order they appear on the workbook starting with Project 1.
  - DO NOT upload receipts individually... please combine them into 1 file.
- Once the workbook and pdf have been saved, email both files to bsresorttax@bill.com.
  - **If possible save all the application pages of the workbook as a pdf and combine both files into ONE pdf.**
- You will be notified within 3-5 business days that your request has been processed.
  - You will be alerted if changes need to be made or if any documentation is missing.
  - If the request is good for processing you will receive confirmation and the remaining balances for each project will be provided.
  - Contact Jenny if you do not receive notification within 5 business days of submission.
- Repeat all steps for EACH payment request submission. PLEASE COMPLETE A NEW WORKBOOK WITH EACH PAYMENT REQUEST.
- Please only submit ONE payment request per processing date.
  - For example please only submit one request between August 2 and 15. Hold off on submitting a 2nd request until August 17.
- Contact Jenny with any questions or concerns.