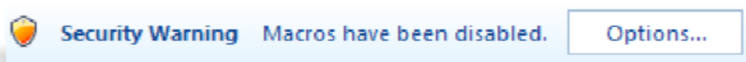
ARRA 604(B) EXPENDITURE AND REIMBURSEMENT FORM INSTRUCTIONS

This document provides instructions for using the Excel-based Expenditure and Reimbursement Form for ARRA 604(b) reporting. In addition to specific guidance for entering data into the form, this document describes formatting and styling differences between Excel 2007 and older versions of Excel.

Opening the File

Macros:

Depending on the version of Excel you are using, you may receive a security warning about macros when opening the Expenditure and Reimbursement Form file or near the top of the screen after the file is open.



Excel 2007

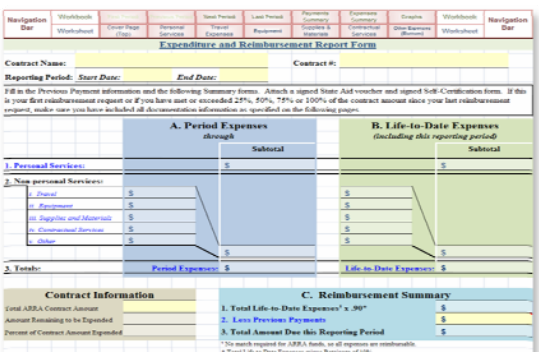
For this form, it is safe to enable macros as they are only used to provide extra lines for data entry for each expenditure category. If you will not have more than ten lines of data on an expenditure summary page, or prefer to manually unhide the extra summary pages, macros may be disabled.

Differences Between Excel 2007 and Older Versions:

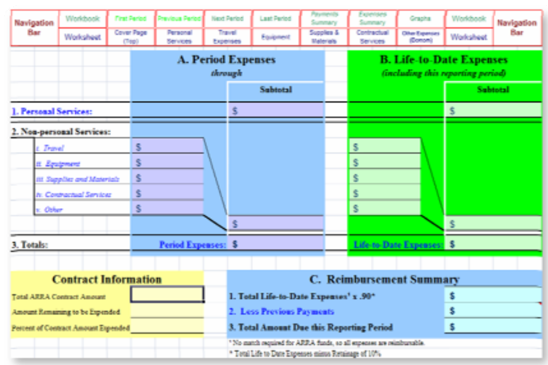
Most versions of Excel should be able to open the .xls file type. While the file was created in Excel 2007's "Compatibility Mode," there are minor differences that will be evident if you are using older editions of Excel. The differences are mostly stylistic and should not result in significant loss of functionality.

Differences may include:

- Text and cell fill colors

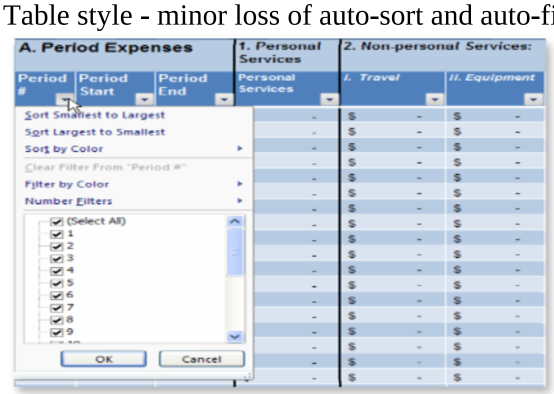


Excel 2007

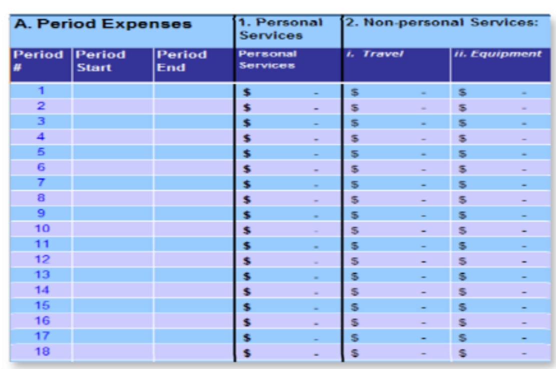


Pre-Excel 2007

- Table style - minor loss of auto-sort and auto-filter functionality

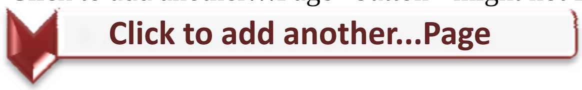


Excel 2007- table w/ AutoFilter

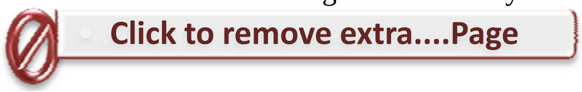


Pre-Excel 2007

- “Click to add another…Page” button - might not function properly.

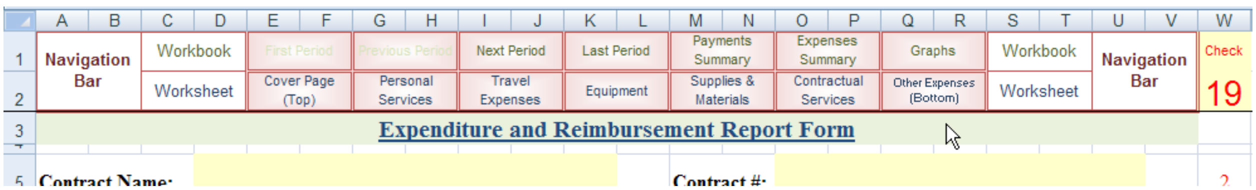


- “Click to remove extra…Page” button - may still be visible after hiding extra summary pages.



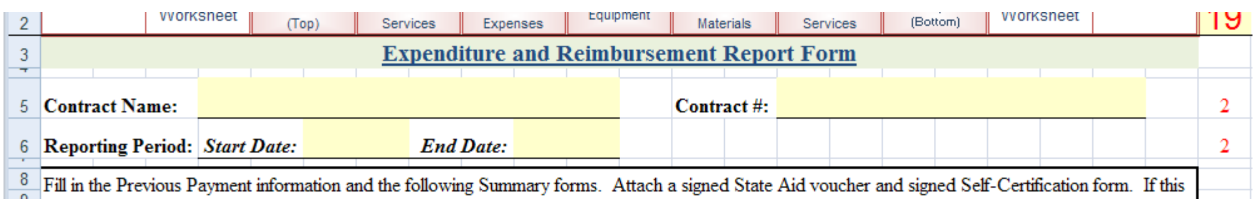
Using the Workbook

Navigation Bar:



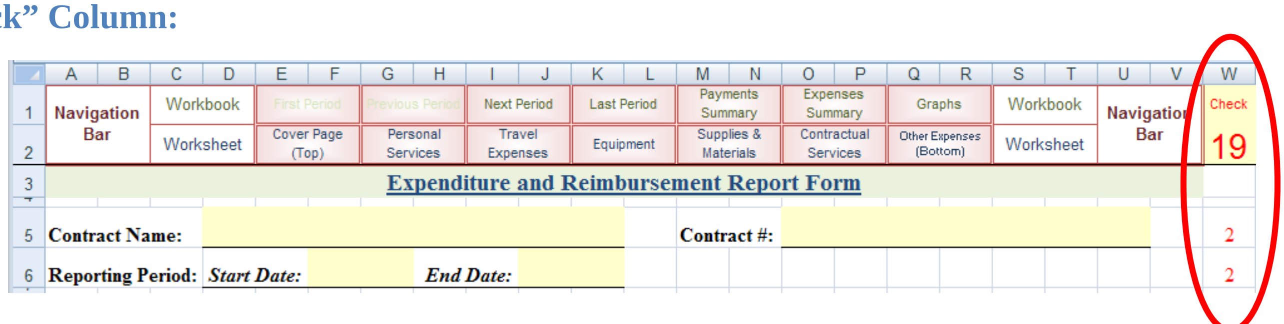
- Appears at the top of every worksheet.
- Designed to reduce scrolling.
    - Each cell is a link to a worksheet within the workbook or to a section of the current worksheet.
- The “Workbook” row navigates to worksheets within the workbook.
- The “Worksheet” row navigates to sections within the current worksheet.

Yellow-Filled Cells:

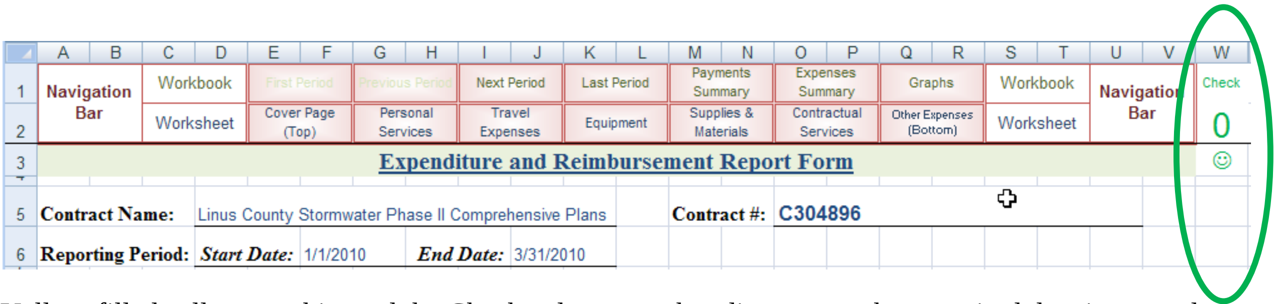


- Highlights cells that require data before submitting the form.
    - Of course, other relevant information, including dates, descriptions, tasks, etc., must also be filled in.
- Cells turn white as data is entered.

“Check” Column:

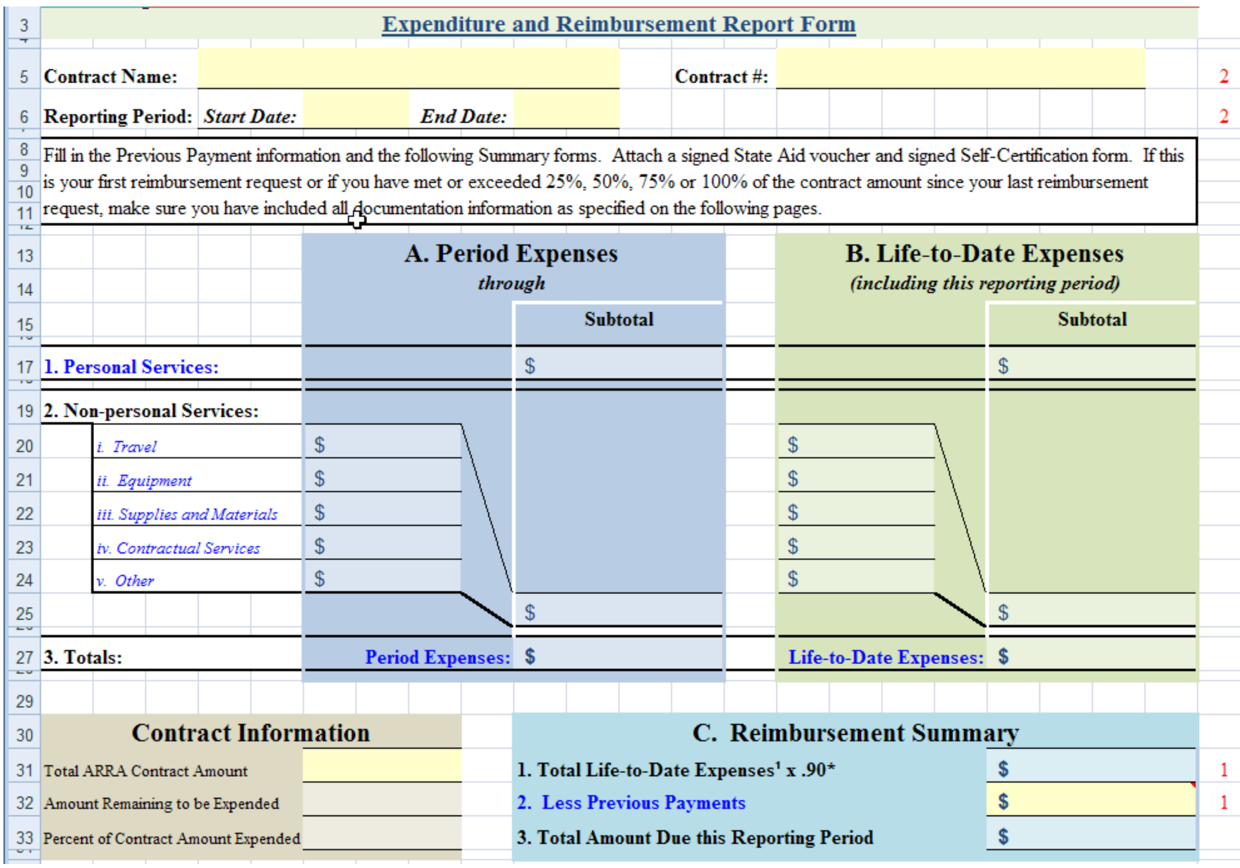


- Red numbers in Column W help to locate cells that require data.
    - They correspond with the number of yellow-filled cells.
    - The numbers will count down as data is entered in the yellow-filled cells.
- The red number in Row 2 of Column W represents the total number of cells that, at a minimum, should be filled in before submitting the form.
    - The number is a total from cells located on the current period’s worksheet and on the Payments Summary worksheet.
- The red numbers below Row 2 represent the number of cells in each row that should have data entered.



- Yellow-filled cells turn white and the Check column number disappears when required data is entered.
- Once all required cells are filled in, the Check total in Row 2 turns green.

Data Required on Cover Page:



Expenditure and Reimbursement Report Form

Contract Name: Contract #: 2

Reporting Period: *Start Date:* *End Date:* 2

Fill in the Previous Payment information and the following Summary forms. Attach a signed State Aid voucher and signed Self-Certification form. If this is your first reimbursement request or if you have met or exceeded 25%, 50%, 75% or 100% of the contract amount since your last reimbursement request, make sure you have included all documentation information as specified on the following pages.

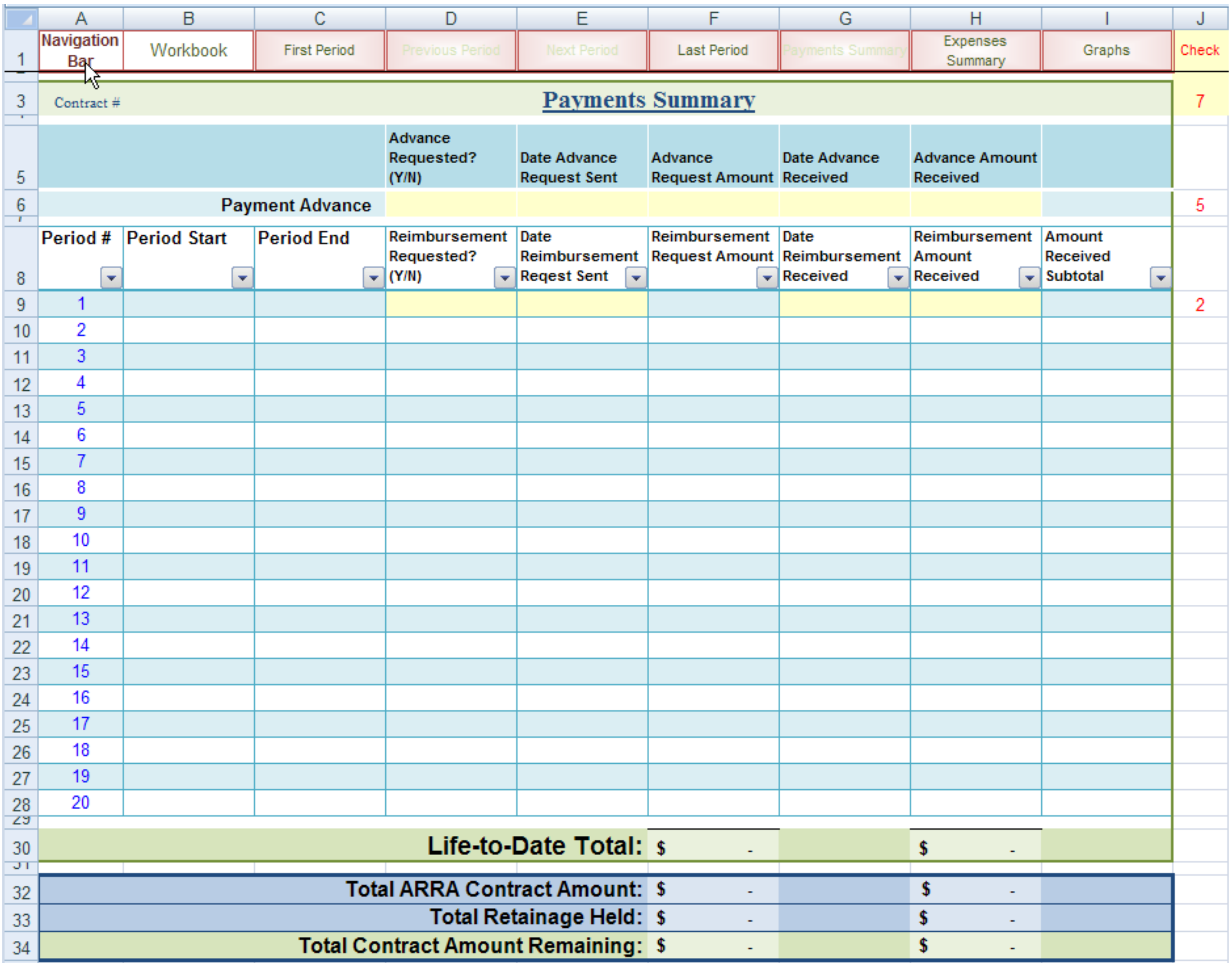
	A. Period Expenses *through*	Subtotal	B. Life-to-Date Expenses *(including this reporting period)*	Subtotal
1. Personal Services:		$		$
2. Non-personal Services:				
i. Travel	$		$	
ii. Equipment	$		$	
iii. Supplies and Materials	$		$	
iv. Contractual Services	$		$	
v. Other	$		$	
		$		$
3. Totals:	Period Expenses:	$	Life-to-Date Expenses:	$

Contract Information	
Total ARRA Contract Amount	
Amount Remaining to be Expended	
Percent of Contract Amount Expended	

C. Reimbursement Summary		
1. Total Life-to-Date Expenses[1] x .90*	$	1
2. Less Previous Payments	$	1
3. Total Amount Due this Reporting Period	$	

- There are six required cells on the cover page:
  1. *Contract Name* (D5)
  2. *Contract #* (O5)
  3. *Start Date* (F6)
  4. *End Date* (J6)
  5. *Total ARRA Contract Amount* (F31)
  6. *Less Previous Payments* (S32)
- *Contract Name*, *Contract #*, and *Total ARRA Contract Amount* only need to be entered once, on the Period 1 worksheet. This information will auto-fill for the remaining periods.
- *Less Previous Payments* data must be entered on the Payments Summary worksheet. You can get to the Payments Summary worksheet three ways.
  1. Click on the Payments Summary link in the Navigation Bar.
  2. Click the blue "***2. Less Previous Payments***" text in the Reimbursement Summary section.
  3. Click the Payment Summary worksheet tab at the bottom of the screen.

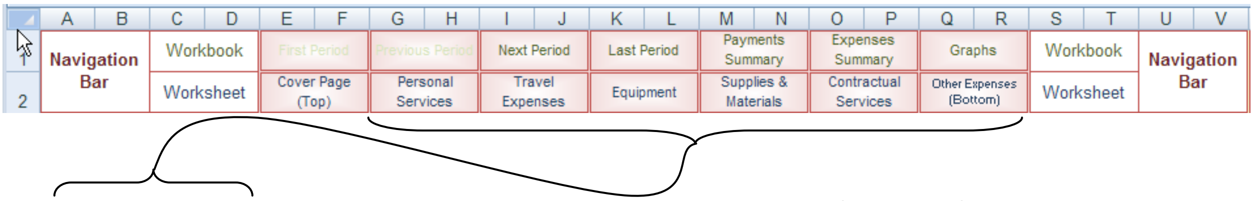
Payments Summary Worksheet:



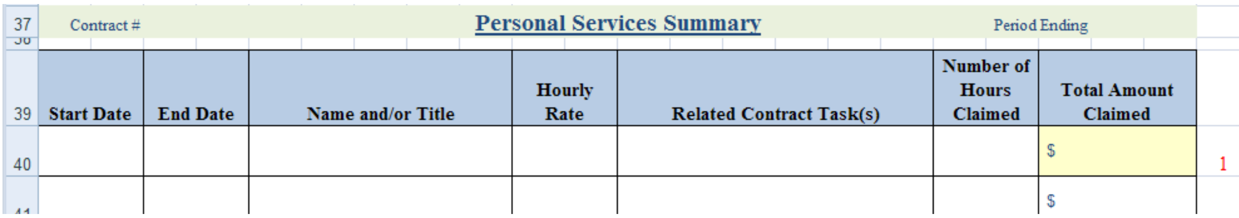
	A	B	C	D	E	F	G	H	I	J
1	Navigation Bar	Workbook	First Period	Previous Period	Next Period	Last Period	Payments Summary	Expenses Summary	Graphs	Check
3	Contract #				Payments Summary					7
5				Advance Requested? (Y/N)	Date Advance Request Sent	Advance Request Amount	Date Advance Received	Advance Amount Received		
6		Payment Advance								5
8	Period #	Period Start	Period End	Reimbursement Requested? (Y/N)	Date Reimbursement Reqest Sent	Reimbursement Request Amount	Date Reimbursement Received	Reimbursement Amount Received	Amount Received Subtotal	
9	1									2
10	2									
11	3									
12	4									
13	5									
14	6									
15	7									
16	8									
17	9									
18	10									
19	11									
20	12									
21	13									
22	14									
23	15									
24	16									
25	17									
26	18									
27	19									
28	20									
30					Life-to-Date Total:	$ -		$ -		
32					Total ARRA Contract Amount:	$ -		$ -		
33					Total Retainage Held:	$ -		$ -		
34					Total Contract Amount Remaining:	$ -		$ -		

- The Payments Summary has been added to help you keep accurate records of your payments each period. It does not need to be submitted with the other forms.
- All previous payments received must be entered here. Enter any advance payments or payments from previous periods. Information entered here will carry over to the appropriate location in each period's worksheet.
- The red check number in Cell J3 is included in each period's total check number (W2).
- Period 1 check number counts payment advance info (cells D6 through H6) and the first two yellow-filled cells in the Period 1 row:
    - *Reimbursement Requested?* (Y/N) (D9)
    - *Date Reimbursement Request Sent* (E9)
- Period 1 check number does not count:
    - *Date Reimbursement Received* (G9)
    - *Reimbursement Amount Received* (H9)
        - These will be counted in Period 2's check number, along with Period 2's first two yellow-filled cells (D10 & E10).
- You can return to Period 1 (or any other Period) three ways.
    1. Click the First Period link in the Navigation Bar.
    2. Click the blue "1" in the Period # row.
    3. Use the worksheet tabs at the bottom of the workbook.

Expense Summary Sections:

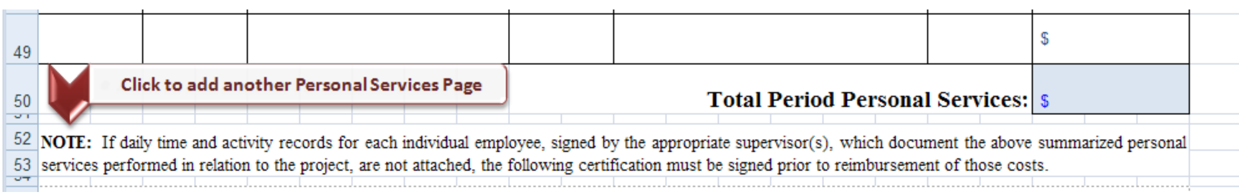


- The Worksheet links in the Navigation Bar will move the cursor to the first cell of each summary page. (e.g., to go to the Start Date cell of the Personal Services Summary page, click Personal Services)

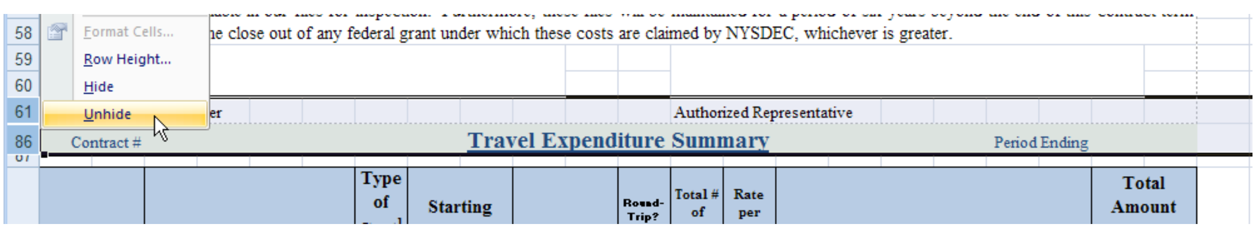


- The *Total Amount Claimed* column in the first row of each summary page has a yellow-filled cell and a red check number. This is the minimum required information for each summary page. Enter a zero (0) on the first line of each summary page category where no expenses are being claimed.

- Any summary page with zero (0) *Total Amount Claimed* does not need to be printed/submitted.

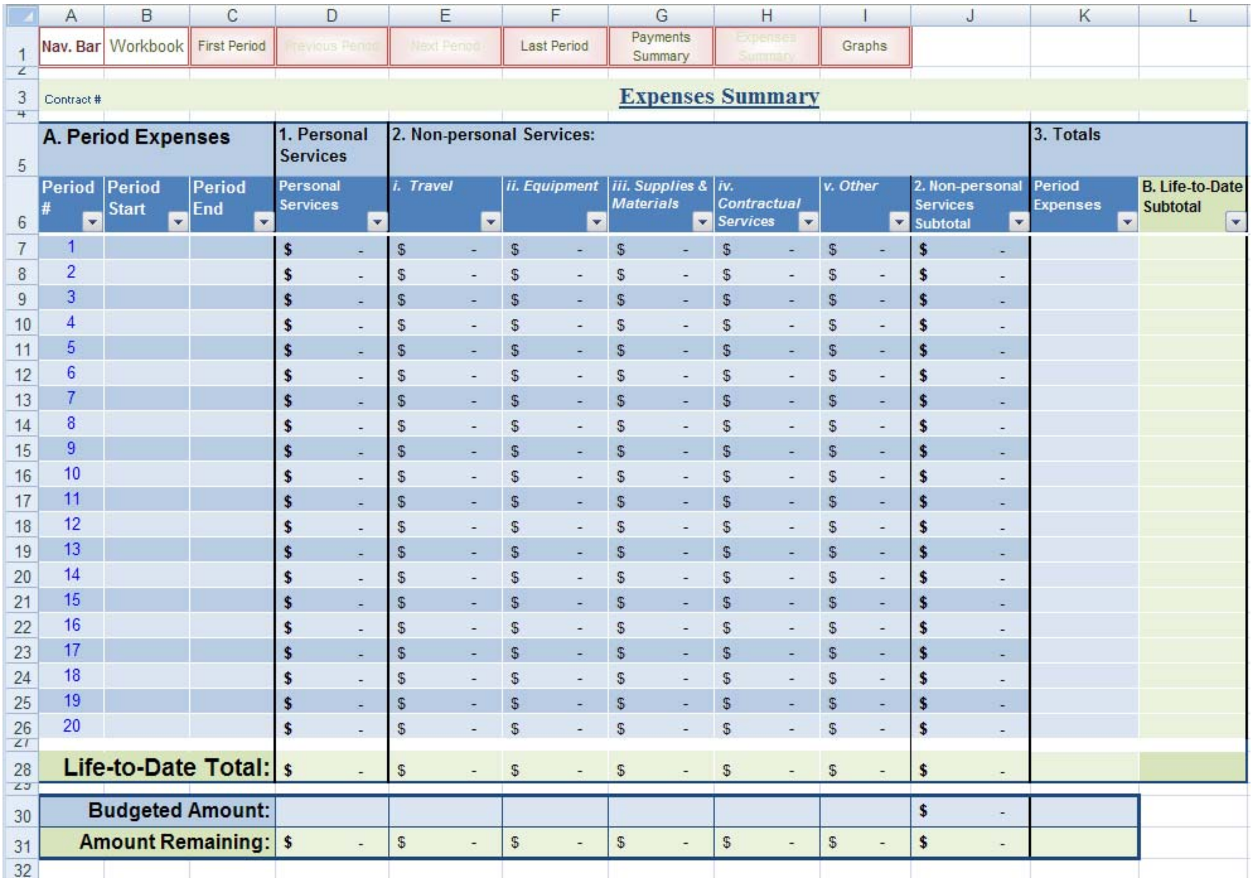


- If more lines are required for data entry, the "*Click to add another … Page*" button will unhide an additional ten-line summary page.



- Alternatively, if you have chosen to disable macros, highlight the row numbers (left-click the upper number, then Shift + left-click the lower number) between expenditure summary pages, then right-click and select Unhide.

Expenses Summary Worksheet:



Nav. Bar	Workbook	First Period	Previous Period	Next Period	Last Period	Payments Summary	Expenses Summary	Graphs			
Contract #					Expenses Summary						
A. Period Expenses			1. Personal Services	2. Non-personal Services:						3. Totals	
Period #	Period Start	Period End	Personal Services	i. Travel	ii. Equipment	iii. Supplies & Materials	iv. Contractual Services	v. Other	2. Non-personal Services Subtotal	Period Expenses	B. Life-to-Date Subtotal
1			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
2			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
3			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
4			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
5			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
6			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
7			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
8			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
9			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
10			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
11			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
12			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
13			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
14			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
15			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
16			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
17			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
18			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
19			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
20			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Life-to-Date Total:			$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Budgeted Amount:									$ -		
Amount Remaining:			$ -	$ -	$ -	$ -	$ -	$ -	$ -		

- This worksheet was added to help you keep track of expenses for each category and the corresponding budgeted amounts. It does not need to be submitted with the other forms.
- The only cells that allow data entry are in the Budgeted Amount row (D30 through I30). Filling in these cells is optional, but the data will help you keep track of the funds remaining for each expenditure category.
- The remainder of the cells will be auto-filled from the data entered on each period's summary pages.
- To navigate directly to any period, click on the blue numbers in the Period # column (A).

Graphs Worksheet:

- Use is optional
- The entire worksheet is unprotected, so you can use Excel's built-in chart function to help visualize expenses or payments.