

HAMPTON ROADS WORKFORCE COUNCIL (The Council)
SUBCONTRACTOR BILLING PROCESS
COST REIMBURSEMENT CONTRACTS

GENERAL REQUIREMENTS

1. Monthly billings are due by the 20th day of the following month. If this day falls on Saturday, Sunday or a holiday, the billings are due on the previous business day. (Monday-Friday).
2. The first page of the monthly billing is the Monthly Billing Summary for Cost Reimbursement Contracts. The form provided by The Council may be used, but contractors may use their own as long as it contains the same information. The summary will include amounts for previously billed, current billed, billed to date, budget amount and budget balance. Additional details are discussed below.
3. The remainder of the monthly billing consists of Supporting Documentation that is required for approval and payment of the billing. Additional details are discussed below.
4. Each month's billing should include expenditures incurred by the sub contractor solely for the operations of the contract and that are eligible for reimbursement in accordance with all provisions of the contract.
5. Billings for the final month of a contract or budget must include all expenditures incurred through the final day of that month, including personnel costs and work experience accrued as of the final day of the contract and or budget. Additional information is detailed below in item number five (5) under Supporting Documentation.

SPECIAL REQUIREMENTS AND RULES FOR THE MONTHLY BILLING SUMMARY

1. The line-item and the budget amount columns must show the current contract budget amounts complete with all line-items. The total of the budget column must be the total amount of the contract.
2. The previously billed column must match the billed to date column from the prior month's billing.
3. The balance column cannot contain any negative balances. Please refer to the contract for the procedure to request a revision to the contract budget.

SUPPORTING DOCUMENTATION

1. The supporting documentation must clearly state, for each line-item, the names of the vendors or individuals that were paid and how much each was paid, including contract personnel costs (gross earnings and fringe benefits) and payments to participants. The totals by line-item and the overall total must agree with the amounts shown on the current billed column of the Monthly Billing Summary. This detail can be in the form of a worksheet or can be print-outs of transactions from the contractor's accounting system.
2. If a worksheet is provided, a print-out of transactions recorded in the accounting system that corresponds to the worksheet is also required.
3. If the billing includes payments to participants for work experience, those participant timesheets are required to be sent to The Council's Youth Program Coordinator or his/her designee by the 10th day of each month for the previous month.
4. If the billing includes dual enrollment tuition, the worksheet or accounting system printout must include the name of the institution of higher education and the participant. A hand-written notation on a printout is acceptable.
5. If the Monthly Billing Summary includes expenditures that have not yet been recorded in the contractor's accounting system, a separate document must be included detailing the name of the vendor(s)/individual(s) that were paid and the amounts. The billing for the following month should include a printout for these expenditures. If this occurs for the billing for the final month of a contract or budget, a copy of the invoice/receipt and the approval document is also required. For personnel costs and participant work experience, a worksheet detailing the accrual of payroll expenditures and the associated fringe benefits is also required.