

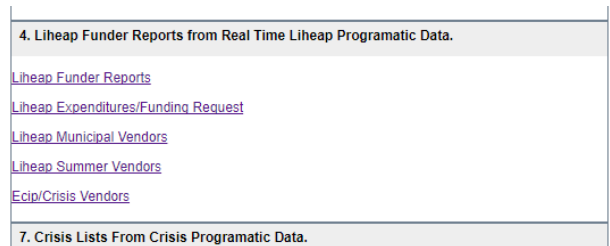
Completing an Expenditure Report (LiHeap Coordinator)

*Not all agencies complete expenditure reports in the same manner. Some agencies have fiscal complete line items, while others have LC's complete line items for not administrative funding.

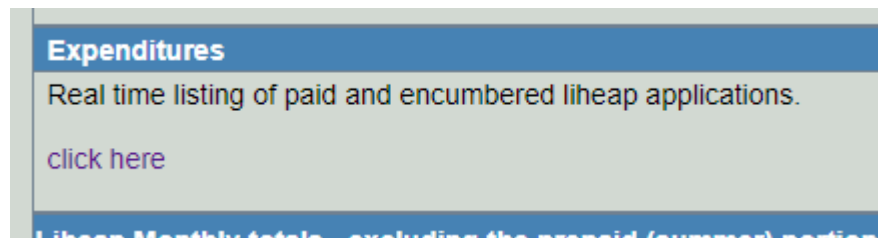
A. Print Expenditures Report from Intake System on the 1st of each month

- Nifcap Users

- Click Hamburger Icon (☰)
- A lefthand navigation bar will open: Click Reports
- Under Number 4. Click Liheap Funder Reports



- Under Expenditures click on the “click here” button to run a real time listing of paid and encumbered liheap applications



B. Open state provided Expenditures Report

Line Item	Budget Amounts	Prev Mo YTD	Cash Expenditures		Unpaid Approved (to be paid within 14 days of receipt of funds)	Unexpended Budget Amount	Projected Expenditures (next 30 days)	Total Being Requested	% of Budget Requested (Maximum 100%)
			Current Month	YTD					
Administration	-			-		-		-	#DIV/0!
Regular Assistance ***	-			-		-	*	-	#DIV/0!
ECIP	-			-		-		-	#DIV/0!
Client Services (A&R)	-			-		-		-	#DIV/0!
Data Expansion	-			-		-		-	#DIV/0!
Summer Deliv Fuel	-			-		-		-	#DIV/0!
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	#DIV/0!

C. Line Item: Administration

- Administration line item generally filled out by fiscal office for staffing costs.

D. Line Item: Regular Assistance

- Enter your obligated amount of regular assistance funds under the “Unpaid Approved” Section. These are the total amount of funds for which you have approved applications in agency for. You are required to pay these funds out within 14 days upon receipt of funds.
- “Unpaid Approved” section corresponds with “Regular Assistance Request” on Nifcap Report. Put that amount on the state provided form. (Items highlighted in Orange).

Encumbered amount:	2,134,520.00	ONLY
Encumbered prepaid:	6,040.00	
Regular Assistance Request:	1,835,460.00	ENCUMBERED, NO CONTRACT

Line Item	Budget Amounts	Cash Expenditures			Unpaid Approved (to be paid within 14 days of receipt of funds)
		Prev Mo YTD	Current Month	YTD	
Administration	-			-	
Regular Assistance ***	-			-	1,835,460.00

- Projected Expenditures will prepopulate when you fill out the “Applications Reconciliation & Unpaid Approved/Projection Worksheet”

E. Line Item: ECIP

- Enter your obligated amount of ECIP funds under the “Unpaid Approved” Section. These are the total amount of funds for which you have approved ECIP applications in agency for. **Reports can be run in Nifcap once the new crisis application component is complete. Most agencies are currently tracking this information on some form of a spreadsheet. (Highlighted in Green)
- Enter the projected expenditures you expect to spend over the next 30 days in ECIP funding. I generally look at last year’s report and assume we will spend something similar. (Highlighted in Blue)

Line Item	Budget Amounts	Prev Mo YTD	Cash Expenditures		Unpaid Approved (to be paid within 14 days of receipt of funds)	Unexpended Budget Amount	Projected Expenditures (next 30 days)
			Current Month	YTD			
Administration	-			-		-	
Regular Assistance ***	-			-	1,835,460.00	(1,835,460.00)	*
ECIP	-			-		-	

F. Line Item: Client Services

- Client Services is generally used for staffing costs as well. These funds cannot be used to pay clients directly for assistance. Fiscal generally fills this portion out.

G. Line Item: Data Expansion

- Leave Blank. Rarely used

H. Line Item: Summer Deliv Fuel

- Generally done in June or July when you have contracted with prepaid vendors. You can fill out the amount of unpaid approved contracts for the total amount of prepaid funds allocated to you from the state. Once this line is completed in either June or July you will not use it again until the following year. (Highlighted in Purple if you know the contract amounts, and highlighted in red for projected amounts).

ECIP	-				-				
Client Services (A&R)	-				-				
Data Expansion	-				-				
Summer Deliv Fuel	-				-				

“Applications Reconciliation & Unpaid Approved/Projection Worksheet

State Report:

Applications Reconciliation & Unpaid Approved/Projection Worksheet						
*** (#'s as of last day of respective mo per THO or NIFCAP system)				Less # of Applications Paid YTD		
Regular Assistance:	Prev Mo YTD	Current Month	YTD	Reg Ass't	Deliverable Fuel	Unpaid Approved
Denied	100	25	125			
Awaiting Approval			-			
Approved	450	50	500	100	50	350
Total Appl. Taken	550	75	625	500.00 <i>Projected # of Appl</i>	\$400.00 <i>x Avg Payment</i>	\$ 200,000.00 <i>* Net Projections</i>

Nifcap Report:

Total denied apps:	125	# CURRENTLY IN APP TABLE WITH L%D or M1D CODE
Regular assistance paid apps:	100	# PAID REGULAR, NO VOIDS, NO DRB
Regular assistance paid total:	0.00	AMOUNT PAID REGULAR NO VOIDS, NO DRB
Prepaid vendor paid apps:	50	# PAID DELIVERABLE, NO VOIDS, NO DRB
		AMOUNT PAID DELIVERABLE FROM

Expenditures and Invoice form data:		
Total approved apps (pd + en):	500	DPAY, DELIVERABLES & MUNIES PAID IN CHECK REGISTER, NO REFUNDS, + L1A ENCUMBERED APPS CURRENTLY IN APP TABLE. NO L4A

- Enter the YTD denied applications. (Highlighted in yellow)
- Enter the YTD approved applications. (Highlighted in green)
- Enter the Reg Ass't Paid YTD. (Highlighted in blue)
- Enter the Deliverable Fuel Paid YTD. (Highlighted in red)
- Projected # of Applications is completed by looking at the completed number of apps for last year during that month. (Highlighted in orange)
- Avg Payment can be based on an average award amount for your agency or by the award amount for 10 points. (Highlighted in purple)

Current Month amounts can be calculated by taking YTD columns minus the Prev Mo YTD columns.

