

MONTHLY EXPENDITURE REPORT FORM (INVOICE)

General Information

Reports are due the 10th of each month. Each report is for the previous month. For example, the report due November 10th is regarding the month of October.

Top of Form

- A. Payable to
 - Enter Claimant's name and address
- B. LIHEAP Invoice Date
 - Enter the date of invoice completion
- C. For the Month of
 - Enter the month the report represents
- D. Contract #
 - Enter the agency's number to complete the Contract Number information (e.g., LIHEAP 19-01)

Columns

- E. Budget Amounts
 - Enter the amount of the agency's contract with the State, in each line (Administration, Regular Assistance, etc.)
 - Allowable charges are outlined in Section 20.0 of the LIHEAP Contract with the State
- F. Cash Expenditures - Prev Mo YTD
 - Enter previous month's year-to-date expenditure totals
- G. Cash Expenditures - Current Month
 - Enter the current month's expenditure totals
- H. Cash Expenditures - YTD
 - This is a populated field which is the sum of "Prev Mo YTD" and "Current Month"
- I. Unpaid Approved
 - These are the total amounts for which there are approved costs/charges (i.e., invoices/approved applications ready to be paid)
 - The funds in this column, regardless of line item, must be spent within 14 calendar days of receipt in the agency bank account
- J. Unexpended Budget Amount
 - This is a populated field which is the difference between "Budget Amounts", "Cash Expenditures – YTD" and "Unpaid Approved"
- K. Projected Expenditures
 - These are the agency's projected expenditures over the next 30 calendar days (agencies generally review the previous year's report and assume roughly the same projections)
- L. Total Being Requested
 - This is a populated field which is the sum of "Cash Expenditures – YTD", "Unpaid Approved" and "Projected Expenditures"
- M. % of Budget Requested
 - This is the percentage of total contracted funds, being requested

Rows

- N. Administration
 - Allowable charges are outlined in Section 20.3 of the LIHEAP Contract with the State
 - This line item is generally completed by agency fiscal staff
- O. Regular Assistance
 - These charges are for approved Regular LIHEAP Assistance benefits (applications received during the heating season, October 1 – April 30)
 - Unpaid Approved – The number can be generated by a report in Nifcap/THO and can be revised, provided the calculation is documented.
 - Projected Expenditures – This field will populate from “Projections”, once the “Applications Reconciliation ~ Unpaid Approved/Projection Worksheet” section is completed
- P. ECIP
 - See the LIHEAP Policy and Procedures Manual, “Crisis Program” section for allowable costs
- Q. Assurance 16
 - See the LIHEAP Policy and Procedures Manual Section 16.00 for allowable costs
 - This line item is generally completed by agency fiscal staff
 - Note: These funds cannot be used for client assistance payments
 - Note: The time to take a crisis application cannot be charged to this line item; only to the Administration line item or Program Support line item
- R. Data Expansion
 - This line item is rarely used and should be left blank
- S. Summer Pre-Buy
 - In June or July of each year, the State will issue a contract amendment for this line item at which time the total amount of the line item can be entered into “Unpaid Approved”
 - If the contract’s total amount of this line item is entered into “Unpaid Approved”, the line item will not be used again until the following contract year
- T. YTD Cash Expenditures
 - This field populates from “Cash Expenditures – YTD”
- U. Unpaid Approved Expenditures
 - This field populates from “Unpaid Approved”
- V. Projected Expenditures
 - This field populates from “Projected Expenditures”
- W. Total Expenditures
 - This field is the sum of “YTD Cash Expenditures”, “Unpaid Approved Expenditures” and “Projected Expenditures”
- X. Less: Funds *Previously* Requested
 - Enter the amount of funds returned to the state during the month reported
- Y. Net Mount Being Requested
 - This is a populated field which is the difference between “Total Expenditures” and “Less: Funds Previously Requested”
- Z. Current month cash on-hand returned to state
 - Enter the total amount of cash on-hand returned to the state during the month reported

Applications Reconciliation ~ Unpaid Approved/Projection Worksheet

Regular Assistance

These fields strictly refer to Regular Assistance LIHEAP applications (October 1 – April 30) and do not include crisis applications.

- AA. Prev Mo YTD
 - Enter previous month's year-to-date number of applications
- BB. Current Month
 - Enter the current month's number of applications
- CC. YTD
 - This is a populated field which is the sum of "Prev Mo YTD" and "Current Month"
- DD. Denied
 - Enter the number of denied applications
- EE. Awaiting Approval
 - Enter the number of applications awaiting approval
- FF. Approved
 - Enter the number of approved applications
- GG. Regular Assistance
 - Enter the number of Regular Assistance applications paid year-to-date
- HH. Deliverable Fuel
 - Enter the number of Regular Assistance applications for deliverable fuel paid year-to-date
- II. Unpaid Approved
 - This is a populated field which is the difference between "Regular Assistance" and "Deliverable Fuel" from "Approved YTD"
- JJ. Projected # of Appl
 - Enter the projected number of applications that may be taken, by reviewing the previous years' report for the same month and adjust accordingly to current year application trends
- KK. X Avg Payment
 - Enter the average Regular Assistance payment amount or enter the award amount for 10 points (e.g., 10 points x \$40/point = \$400)

Vendor Refunds

These fields refer to vendor refunds received by the agency. Refer to the LIHEAP Policy and Procedures Manual, section "Change of Status" for more information about refunds.

- LL. Prev Mo YTD
 - Enter previous month's year-to-date total dollar amount of refunds received by the agency
- MM. Current Month
 - Enter current month's total dollar amount of refunds received by the agency
- NN. YTD
 - This is a populated field which is the sum of "Previous Mo YTD" and "Current Month"
- OO. Current Year Refunds Rolled Back into Program Funds
 - These are current year funds returned to the agency by a vendor that are rolled back into the line item to be allocated to a different household
- PP. Prior Year Refunds
 - These are funds from a prior year returned to the agency by a vendor that cannot be forwarded to the household
- QQ. Amount Sent to State Previous Month YTD
 - Enter the previous month's year-to-date dollar amount of prior year refunds returned to the State
- RR. Amount Sent to State Current Month
 - Enter the total dollar amount of prior year refunds returned to the State in the month reported

SS. Amount Sent to State YTD

- This is a populated field which is the sum of "Amount Sent to State Previous Month YTD" and "Amount Sent to State Current Month"

TT. Claimant's Signature

- Signature of the individual designated to sign Expenditure Reports

UU. Claimant's Title

- Title of the individual designated to sign Expenditure Reports

VV. Date

- Enter the date the report was signed