

Q & A
CMR & Program Report Training
December 3, 2014

1. For the General Ledger (G/L), do we need to submit the entire G/L or just those pages that apply to the program we are asking for reimbursement on? [Just for those pages pertaining to the invoice expense.](#)
2. On the G/L (Commodities expenses) do you want the whole G/L or just the commodities section of the G/L if all we bill for is commodities or other section? [Just the part of the G/L that pertains to the invoice expense.](#)
3. What is the dollar limit for purchasing items that will not require special permissions? Is it still \$100? [If already approved expense in the budget or budget revision, there is no need for approval again.](#)
4. Fiscal is not notifying agencies of specific disallowances – Can agencies be notified about what line item is being disallowed and not just be notified of the dollar amount of the disallowance? [Yes, this is our process and should be followed.](#)
5. Program Income – does it include the sliding scale fee? [Yes](#)
6. Bus transportation – is it still allowed? [Yes](#)
7. Should we submit invoices knowing that they will be rejected due to the contract not being executed? [Agencies can submit invoices and upon execution of the contract, payment will be reimbursed.](#)
8. Itemized contract personnel on the budget - does the name of the personnel need to be listed on the General ledger? [No, just the position titles.](#)
9. If I purchase an item valued at over \$100.00 does it need to be inventoried? [The City does not have a dollar threshold for inventory items.](#)

The Contractor is responsible to maintaining an inventory listing of all equipment purchased with City funds.

10. If you are purchasing items over \$100, do you need to go through a three lowest bid procurement process? The Contractor is responsible for following City procurement policies with City funds.
11. CMR approved templates that are needed for submitting of the next month's CMR are coming in too close to the 15th of the month (due date) and not allowing sufficient time to submit the next CMR. What can be done to ensure this does not continue to occur? All CMR's are approved by DHS by the end of the month; there are exceptions that could prolong the approval process such as a delay in submittal of the CMR by the agency or corrections by the agency. Approved CMR's should be sent back to the agency by the 1st of each month.
12. Can we get clarification on making adjustments to CMR? Agencies have until the 25th business day of each month to submit a revised CMR or edits on the following monthly CMR. Agencies should provide in the remarks section the reason for the revision.
13. When will final executed contracts be received? Agencies are concerned that invoice expenditures will not be reimbursed due to contract not executed. As contracts are signed and executed, they are entered into the City's system for payment setup and contract creation. Once this process is complete, your program monitor will mail one original copy and email a copy of the contract. This process is dependent on when the City received a signed contract and attachments from the agency.
14. Why do we want to report/remark over-projections? It is important for the City to understand the operations of your Agencies City funded program and why an agency is experiencing an increase in service delivery. Additionally, this information will be useful for the negotiations process into the next contract period.

15. Quarterly Variances report vs. Year-to-date does it really matter if you are not meeting your monthly actual, if you meet your goal at the end of the year? The CMR is a monitoring tool for the City to ensure agencies are meeting service delivery and performance goals of their contract. Monthly and quarterly monitoring of these areas can be addressed sooner versus waiting until the end of the contract term to ensure a successful outcome of services.