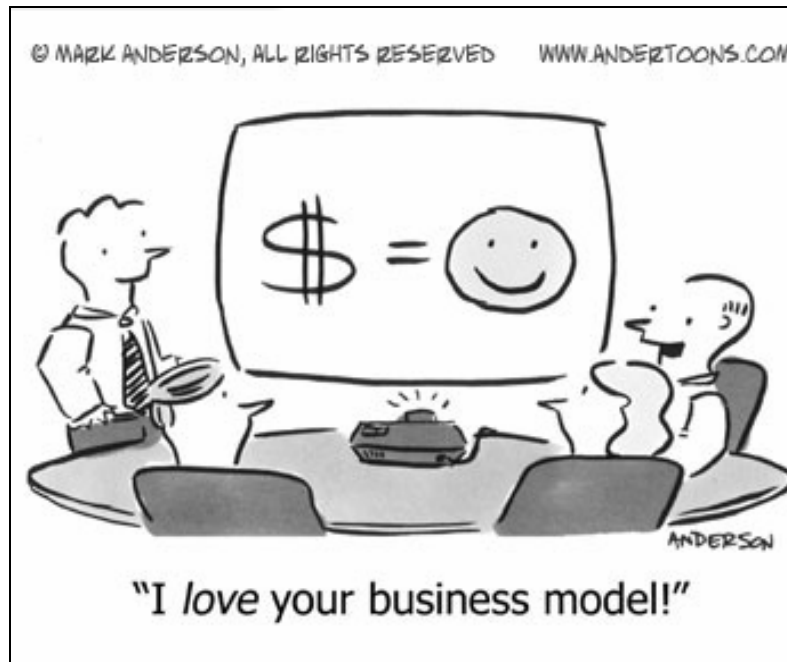


Year 2 Fiscal Operations Update



Suggestions for GEAR UP Coordinators for Year 2:

- Use the Cost Share Contribution Forms instead of Time & Effort Forms (or unsigned logs) when documenting non-District personnel cost share (e.g.: volunteers, chaperones, mentors).
- Help fiscal representatives correlate expenses to Work Plan tasks by writing them on purchase orders and cost share forms.
- Buy early and according to budget – avoid last-minute scrambling when making purchases.
- Go to the "Fiscal Operations Documents" link on the GEAR UP webpage to retrieve forms and instructions electronically <http://www4.nau.edu/gearup/fiscalop.html>.

Changes to Financial Packet Guidelines for Year 2:

- Facilities cost share for dedicated GEAR UP space may be reported at the depreciated rate.

"The value of dedicated space that has been established for housing GEAR UP Coordinator(s) can be reported as match, as long as the amount charged for use of that space has been discounted by the relevant depreciation rate. Proper documentation of facilities costs is required to be submitted at the time that the match is reported."

- State Office permission must be secured before purchasing food.

"Before purchasing, or reporting as cost share, food and/or drinks in support of the implementation of a work plan task, GEAR UP Coordinators must secure approval from their designated GEAR UP Assistant Director (generally via e-mail)."

- Guidance on counting substitute teachers' costs as match (when a teacher's absence from class is required for completion of a work plan task) is provided.

"If a substitute teacher fills in for a teacher who is away from a classroom to accomplish a GEAR UP work plan task during contract hours, the cost for that substitute can be counted as cost share."

- School partners may propose "alternative procedures" to the GEAR UP State Office related to documenting expenses and cost share.

"GEAR UP partners may propose (in writing) to implement alternative procedures to these documentation requirements. NAU will review the proposal and inform the partner if it is accepted."

- The Year 2 volunteer rate is \$16.79 per hour (it was \$16.22 per hour in Year 1). This is based on http://www.independentsector.org/programs/research/volunteer_time.html.
- The Year 2 monthly financial packet has some line item changes compared to Year 1.

- Under the category "OPERATING", the line item "Office Supplies" has been combined with "Postage, Photocopying & Publications".
- Under the category "PROGRAMS", the line items "Access to Technology" and "Mentoring & Career Exploration" have been added, the line items "Non-District Personnel" and "Professional Development" have been deleted.
- Under the category "SUMMER PROGRAMS", the line item "Summer School / Credit Recovery" has been added.

- The Year 2 monthly financial packet template Brief Narrative section (pgs. 2-4) now requires partners to itemize costs right next to a listing of each cost-bearing Work Plan task.

Subtotal Programs	\$	0.00	\$	0.00
On & Off-Site Events		\$0.00		\$0.00
Work Plan Tasks / Brief Descriptions	This Month's Reimbursement		This Month's Cost Share	
2.2 / SEP information nights				
2.6 / College visits				
2.9 / Prevention activities/parent training				
3.1 / Kick-off events				
4B / High school open house				
Notes/Comments				