



ARIZONA GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs
YEAR 4: 2009-10

FINANCIAL PACKET INSTRUCTIONS

| Arizona GEAR UP Year 4 Schedule | | Submission Instructions |
|---------------------------------|--------------------|--|
| REPORTING PERIOD | DUE ON OR BEFORE | |
| July 1 - 31, 2009 | August 20, 2009 | <p>Mail all originals to: Arizona GEAR UP 15601 N. 28th Ave., Suite 136 Phoenix, AZ 85053</p> <p>Provide Copy to: School GEAR UP Coordinator</p> <p>Questions on GEAR UP financial reporting may be directed to:</p> <p style="text-align: center;">Stephen Hart Assistant Director - Operations (602) 776 - 4614 Stephen.Hart@nau.edu</p> |
| August 1-31, 2009 | September 21, 2009 | |
| September 1-30, 2009 | October 20, 2009 | |
| October 1-31, 2009 | November 20, 2009 | |
| November 1-30, 2009 | December 21, 2009 | |
| December 1 -31, 2009 | January 20, 2010 | |
| January 1 - 31, 2010 | February 22, 2010 | |
| February 1 - 28, 2010 | March 22, 2010 | |
| March 1 - 31, 2010 | April 20, 2010 | |
| April 1 - 30, 2010 | May 20, 2010 | |
| May 1 - 31, 2010 | June 21, 2010 | |
| June 1 - 30, 2010 | July 20, 2010 | |

I. SUMMARY AND CERTIFICATION

1. Identifying Information

- Indicate the report month; name and address of the organization to whom the reimbursement check is to be sent; the name and phone number of the person completing the form; and the date the packet was prepared (which must be a date after expenditures requested for reimbursement have been incurred).

| GEAR UP PARTNER FINANCIAL PACKET | |
|---|------------------------------|
| To be completed in accordance with GEAR UP Guidelines and Instructions, and submitted within 20 days after month end. | |
| I. SUMMARY & CERTIFICATION | |
| FOR THE MONTHLY PERIOD: | February 1 - 29, 2009 |
| Check is to be made payable to: | Sample GEAR UP Partner |
| Mailing address: | 1234 Sample Street |
| | Sample, AZ 85999 |
| Person(s) completing this form: | Sample Reporter |
| | Phone number: (999) 999-9999 |
| Date prepared: | March 12, 2009 |

SAMPLE

2. This Month’s Reimbursement and This Month’s Cost Share

- Based on the detailed documentation being submitted with the financial packet, indicate this month’s Reimbursement request and Cost Share by budget category. Be sure that the totals reported here match the totals from the submitted documentation, as well as the totals reported in Section II.

| THIS MONTH ONLY | THIS MONTH'S REIMBURSEMENT | THIS MONTH'S COST SHARE |
|---------------------------|----------------------------|-------------------------|
| School Personnel | \$ 4,198.45 | \$ 1,406.25 |
| Travel | \$ 8,142.52 | \$ 2,500.00 |
| Operating / Programs | \$ 3,016.06 | \$ 14,026.14 |
| Summer Programs | \$ 6,079.00 | \$ 4,800.00 |
| Scholarships | \$ | \$ 12,000.00 |
| THIS MONTH'S TOTAL | \$ 21,436.03 | \$ 34,732.39 |

3. Cumulative Reimbursement, Cumulative Cost Share

- Report the Cumulative Reimbursement and the Cumulative Cost Share by line item by adding “This Month’s Reimbursement” and “This Month’s Cost Share” from Section I to the cumulative totals reported from the previous month. Also report the Approved Budget, by line item, from the Agreement, for both Reimbursement and Cost Share, updating as the year proceeds for approved Budget Modifications, if applicable. The Budget Less Cumulative line will automatically calculate as the Reimbursement and Cost Share totals are entered in each month.

| CUMULATIVE | CUMULATIVE REIMBURSEMENT | CUMULATIVE COST SHARE |
|---|--------------------------|-----------------------|
| School Personnel | \$ 33,852.94 | \$ 45,846.28 |
| Year 3 School Personnel Budget | \$ 50,000.00 | \$ 50,000.00 |
| Budget Less Cumulative | \$ 16,147.06 | \$ 4,153.72 |
| Travel | \$ 16,242.52 | \$ 2,500.00 |
| Year 3 Travel Budget | \$ 22,500.00 | \$ 18,000.00 |
| Budget Less Cumulative | \$ 6,257.48 | \$ 15,500.00 |
| Operating / Programs | \$ 2,988.48 | \$ 14,337.83 |
| Year 3 Operating / Programs Budget | \$ 15,000.00 | \$ 22,000.00 |
| Budget Less Cumulative | \$ 12,011.52 | \$ 7,662.17 |
| Summer Programs | \$ 6,079.00 | \$ 4,800.00 |
| Year 3 Summer Programs Budget | \$ 72,000.00 | \$ 12,500.00 |
| Budget Less Cumulative | \$ 65,921.00 | \$ 7,700.00 |
| Scholarships | \$ | \$ 12,000.00 |
| Year 3 Scholarships Budget | \$ | \$ 0.00 |
| Budget Less Cumulative | \$ 0.00 | \$ -12,000.00 |
| CUMULATIVE TOTAL | \$ 59,162.94 | \$ 79,484.11 |
| Year 3 Scholarships Budget | \$ 159,500.00 | \$ 102,500.00 |
| Budget Less Cumulative | \$ 100,337.06 | \$ 23,015.89 |

4. Signature of Authorized Official

- Partner’s authorized official must sign and date here (see Financial Packet Guidelines for additional information).

| | |
|--|-------------------|
| I certify to the best of my knowledge and belief that the above summary is accurate and that all expenditures requested for reimbursement and cost share contributions were made in accordance with GEAR UP Partner Agreement terms and conditions, and that payment is due and has not been previously requested. I further certify that all required documentation and a brief narrative of all costs is attached, in accordance with the instructions contained in the Agreement. | |
| <i>Jane C. Superintendent</i> | SAMPLE |
| Signature of GEAR UP Partner Authorized Official | 3/15/2009 Date |

II. BRIEF NARRATIVE

1. School Personnel

- The subtotals for This Month’s Reimbursement and This Month’s Cost Share automatically update from Section I.

| | | |
|-------------------------------|-----------------------------------|--------------------------------|
| <i>Sample GEAR UP Partner</i> | | |
| II. BRIEF NARRATIVE | | |
| SAMPLE | THIS MONTH'S REIMBURSEMENT | THIS MONTH'S COST SHARE |

- The Brief Narrative supplements (does not replace) supporting documentation. A payroll register for each employee listed that conforms to generally accepted accounting principles must be submitted as backup documentation for reimbursement and cost sharing of all salaries, wages, and benefits. This must be further supported by copies of signed Time and Effort forms for each employee, compliant with the standards of OMB Circular A-87 Appendix B(11h).
- Next to each Work Plan Task listed on the monthly report template, enter the associated costs and cost share for the month. In the Notes/Comments area, state the name and title of all individuals contributing to GEAR UP during the reporting period, and the number of hours each employee spent on GEAR UP. Compensation may be paid and/or cost share reported only for the hours that the employee was working on GEAR UP in support of the referenced tasks. Benefits are the employer share paid on behalf of employees, including social security, employee insurance, workmen’s compensation insurance, annual leave, sick leave, etc.

| | | |
|---|-----------------------------------|--------------------------------|
| Subtotal School Personnel | \$ 4,198.45 | \$ 1,406.25 |
| Work Plan Tasks / Brief Descriptions | This Month's Reimbursement | This Month's Cost Share |
| multiple / Site Coordinator salary+benefits | 4,198.45 | |
| multiple / GEAR UP Site Team salary+benefits | | 442.71 |
| multiple / Other school personnel salary+benefits | | 963.54 |
| Notes/Comments | | |
| Site Coordinator Sean Martinez’s personnel costs are fully allocated to the Year 2 GEAR UP award because 100% of his time is dedicated toward accomplishment of all work plan tasks (see attached Time & Effort form). GEAR UP Site Team members George Smith, Jose Santos and Erin Thompson contributed a total of 17 hours toward accomplishing multiple work plan tasks this month (as described on the attached Time & Effort forms). Other school personnel cost share contributions this month are from counselors Pat Smith, John Lopez, and Jean Yazzie, who contributed a total of 37 hours while conducting career exploration activities (see attached Time & Effort forms). | | |

2. Travel

- The subtotals for This Month’s Reimbursement and This Month’s Cost Share automatically update from Section I.

| | | | | |
|------------------------|-----------|-----------------|-----------|-----------------|
| Subtotal Travel | \$ | 8,142.52 | \$ | 2,500.00 |
|------------------------|-----------|-----------------|-----------|-----------------|

- The Brief Narrative supplements (does not replace) supporting documentation. Next to each Work Plan Task listed on the monthly report template, enter the associated costs and cost share for the month. In the Notes/Comments area, state the nature of all travel costs and cost share for the reporting period. Include the title(s) of the traveler(s), the type(s) of travel expenses incurred, and trip purpose (reference work plan for applicable key words). Report registration fees for national GEAR UP conferences in this category. Include the number of registrations purchased and/or contributed. Supporting documentation that conforms to generally accepted accounting principles must be submitted as backup documentation for reimbursement and cost sharing of all travel costs. For donated items and waived/discounted fees, submit written documentation from the contributor indicating the actual cost or current fair market value.

| | | | | |
|---|-----------------------------------|--------------------------------|-----------|-----------------|
| Subtotal Travel | \$ | 8,142.52 | \$ | 2,500.00 |
| Work Plan Tasks / Brief Descriptions | This Month’s Reimbursement | This Month’s Cost Share | | |
| 4.2 / NCCEP July 2008, 5 attendees | | | | |
| 4.2 / NCCEP February 2009, 5 attendees | 8,142.52 | 2,500.00 | | |
| 4.8 / State Office training meetings | | | | |
| Notes/Comments | | | | |
| This Month’s Reimbursement request is the reimbursable portion of the total registration cost, air fare, ground transportation, lodging and per diem costs for 5 GEAR UP Site Team members (1 Site Coordinator, 3 principals, 1 transition counselor) to attend the February 2009 GEAR UP Capacity-Building Conference in Orlando, FL. This Month’s Cost Share is the portion of these costs paid from a local (non-federal) source, per the District’s commitment (see attached documentation). | | | | |

SAMPLE

3. Operating / Programs

- The subtotals for This Month’s Reimbursement and This Month’s Cost Share automatically update from Section I.

| | | | | |
|--------------------------------------|-----------|-----------------|-----------|------------------|
| Subtotal Operating / Programs | \$ | 3,016.06 | \$ | 14,026.14 |
|--------------------------------------|-----------|-----------------|-----------|------------------|

- The Brief Narrative supplements (does not replace) supporting documentation. In the spaces provided for each work plan task, state the amount and nature of all costs and cost share during the reporting period. Expenditures may be requested for reimbursement and/or cost share reported only for program costs in direct support of work plan tasks. Supporting documentation that conforms to generally accepted accounting principles must be submitted as backup documentation for reimbursement and cost sharing of all program costs. For donated items and waived/discounted fees, submit written documentation from the contributor indicating the actual cost or current fair market value. Please note the following on required additional supporting documentation and writing of brief narrative for specific types of program costs.

For **event-related costs**, include a description or the title of event(s) and the number of participants (reference work plan for applicable key words). Such costs typically include student transportation to/from events, event-related fees, registration, or admission costs, food costs, and costs for non-district personnel (e.g.: a community volunteer who chaperones an event; a community college financial aid expert who speaks to a group of parents). Report event-related materials & supplies (including curriculum materials, clothing and incentives) in this category. Report event-related costs and cost share for personnel who are compensated for, or contribute time in connection with an event, under **School Personnel** (e.g.: a school counselor who accompanies a group of GEAR UP students on a college visit; district employees who are paid to chaperone an event). Costs for entertainment and socializing alone are not allowable and will not be reimbursed or counted as cost share.

For **college-going culture expenses**, describe the items purchased and donated in order to implement small-scale changes to create a college-bound environment at the school. For donated items and waived/discounted fees, submit written documentation from the contributor indicating the actual cost or current fair market value.

For **student tutorials, course costs, and test preparation fees**, describe the task(s) and the costs involved. Such costs typically include work plan-correlated tasks such as AIMS tutorials, CollegeEd materials, Advanced Placement and concurrent or dual enrollment course registration and test fees, credit recovery programs, ACT/SAT test fees, and ACE programs. For donated items and waived/discounted fees, submit written documentation from the contributor indicating the actual cost or current fair market value.

For costs related to **mentoring and career exploration**, clearly state the amount and purpose for expenditures requested for reimbursement or match (reference work plan for applicable key words). Support all reported costs and cost share with documentation, which may include copies of signed Cost Share Contribution form(s). Report compensation for guest speakers, non-district employees who chaperone, tutor or mentor, and other experts or consultants (paid or volunteer) under Operating / Programs. For donated or discounted/waived fees associated with consulting work, GEAR UP Partner must obtain written documentation from the third-party contributor that identifies the actual cost or current fair market value. Volunteer services provided by individuals for the benefit of GEAR UP shall be valued at rates consistent with those ordinarily paid for similar work in the GEAR UP Partner's organization. If the Partner does not have employees performing similar work, the rates shall be consistent with those ordinarily paid by other employers for similar work in the same labor market. A reasonable amount for employee benefits may be included in this valuation. In cases where the value of volunteer services cannot be quantified this way, and the volunteer is providing services that the organization would have paid for, the applicable Arizona volunteer rate is \$18.73 per hour (includes benefits – see http://www.independentsector.org/programs/research/volunteer_time.html).

| Subtotal Operating / Programs | | \$ 3,016.06 | \$ 14,026.14 |
|---|-----------------------------------|--------------------------------|---------------------|
| Work Plan Tasks / Brief Descriptions | This Month's Reimbursement | This Month's Cost Share | |
| 1.2A,B Tutoring | | | |
| 1.3B,C Mentoring | | | 2,467.00 |
| 1.4 Absence Intervention | | | |
| 1.7 Freshman Orientation | | | |
| 2.1C Master Student Skills | 1,750.00 | | 9,090.00 |
| 2.3 Service Learning | | | |
| 2.4 College Going Visuals | 478.59 | | |
| 2.7 PSAT Test Prep & Administration | | | 1,769.58 |
| 2.8A,B College Visits | | | |
| 2.11A SEP Family Information Event | 309.35 | | 374.56 |
| 2.12 FHS College Fair | | | |
| 3.1A,B,C Family Info Events | | | |
| 3.3 Family Newsletters | | | 325.00 |
| 3.4 New Student/Parent Orientation | | | |
| 4.1 GEAR UP Space | 478.12 | | |
| 4.6 Student/Parent Surveys | | | |
| 4.9 Translation Services | | | |
| Notes/Comments | | | |
| <p>This Month's Reimbursement request is for CollegeEd curriculum materials; the "Believe, Achieve, Succeed" banner posted in the school gym; the food and beverages served to the 84 attendees at the SEP information night; and for office supplies purchased for the GEAR UP Site Coordinator (see attached invoices). This Month's Cost Share is the value of time contributed by 10 community volunteers participating in the mentoring program from Sept. 2008 to Dec. 2008 (see attached Cost Share Contribution forms); the Qwest-funded purchase of ten computers and monitors to be installed in the research center of the library (see attached invoices); the cost of PSAT test prep materials (see attached invoices); the costs of printing and postage for a mailing promoting the SEP event and this semester's GEAR UP newsletter, funded by the principal's office (see attached documentation).</p> | | | |

SAMPLE

4. Summer Programs

- The subtotals for This Month's Reimbursement and This Month's Cost Share automatically update from Section I.

| Subtotal Summer Programs | \$ 6,079.00 | \$ 4,800.00 |
|---------------------------------|--------------------|--------------------|
|---------------------------------|--------------------|--------------------|

- The Brief Narrative for this category supplements (does not replace) supporting documentation. In the space provided, state the amount and nature of all Summer Programs costs and cost share during the reporting period. Include the name of the program and the number of participants (reference work plan for applicable key words). Expenditures may be requested for reimbursement and/or cost share reported only for Summer Program costs in direct support of work plan tasks. Supporting documentation that conforms to generally accepted accounting principles must be submitted as backup documentation for reimbursement and cost sharing of all Summer Programs costs. For donated items and waived/discounted fees, submit written documentation from the contributor indicating the actual cost or current fair market value.

| Subtotal Summer Programs | | \$ 6,079.00 | \$ 4,800.00 |
|---|----------------------------|-------------------------|-------------|
| Work Plan Tasks / Brief Descriptions | This Month's Reimbursement | This Month's Cost Share | |
| 2.11B / Select 70 students for NAU SEP | 5,775.00 | | |
| 2.11B / Transport 70 students to/from NAU SEP | | | |
| 3.5 / Other summer programs | | 4,800.00 | |
| 3.6 / Summer school / credit recovery | 304.00 | | |
| Notes/Comments | | | |
| This Month's Reimbursement request is the required 10% deposit for the NAU Summer Enrichment Program -- an estimated 70 students will be attending this year (see attached invoice); and for university-themed supplies that will be used as incentives to encourage GEAR UP students' completion of summer school / credit recovery classes (see attached invoices). This Month's Cost Share is for 12 students participation in the ASU math/science summer enrichment camp, funded by the Johnson Foundation (see attached documentation). | | | |
| SAMPLE | | | |

5. Scholarships

- The subtotals for This Month's Reimbursement and This Month's Cost Share automatically update from Section I.
- The Brief Narrative supplements (does not replace) supporting documentation. In the space provided, state the name of each recipient and the value of the scholarship award (can also be provided on attachments). Costs in this category include the value of any and all (non-federal-source) scholarships for postsecondary education awarded to GEAR UP students. The scholarship must be from a non-federal source (this means the GEAR UP Scholarship and other federal government awards do not count and should not be reported). Report the full committed amount (e.g. a \$3,000 scholarship, renewable for four years, has a cost share value of \$12,000). Submit, in the monthly financial packet, a copy of scholarship award letter(s) and/or other source documents that attest to the award or otherwise support the basis upon which the cost-share claim amount is calculated. Copies of web pages, letters or e-mails from organizations making the awards -- perhaps in response to inquiries -- are acceptable forms of supplementary documentation.

| Subtotal Scholarships | | \$ | | \$ | 12,000.00 |
|---|----------------------------|-------------------------|--|----|-----------|
| Work Plan Tasks / Brief Descriptions | This Month's Reimbursement | This Month's Cost Share | | | |
| Diamondbacks Scholarship, S. Leon-Garcia | | 12,000.00 | | | |
| Notes/Comments | | | | | |
| This Month's Cost Share of \$12,000.00 is the awarding of a Diamondbacks Scholarship to GEAR UP 9th-grader Stephanie Leon-Garcia, valued at \$3,000 per year for four years (see attached documentation). | | | | | |
| SAMPLE | | | | | |