



United States Department of Justice

# Office on Violence Against Women

*Working Together to End the Violence*

***Grants Financial Management Division***

***Timesheet Presentation***

***December 2018***

**OVW**

# Personnel Costs – Timesheet

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Things to remember --

Must track time worked on all activities, not just the hours worked on the OVW Project.

Follow the same hiring procedures (which should be documented) for the vacant Advocate position (below) as you would for any other position in your organization.

Established policies should be used to determine reasonable salary to be paid for each position. Policies should be in place as to who determines salaries, salary increases, etc.

# Personnel Costs – Timesheet

Sample budget has three positions –

Executive Director

Annual salary \$80,000; estimated 50% of time on this project \$40,000

Advocate (vacant position)

Annual salary \$45,000; estimated 100% on this project \$45,000

Counselor

Annual salary \$50,000; estimated 50% on this project \$25,000

**Total Personnel Costs**

**\$110,000**

# Executive Director Timesheet

Day	Date	General Admin	2016 OVW CSSP – Program Admin	2016 OVW CSSP - Advocacy	2015 ABC Foundation Grant	Total Hours	Notes
Mon	10/3/2016	3	3	2		8	Met with auditors; advocacy (position vacant)
Tues	10/4/2016	1	5	1	1	8	Meeting with bookkeeper; Meeting with MOU partner(s); advocacy (position vacant)
Wed	10/5/2016	2	4		2	8	Board of Directors conference call; OVW CSSP kick off
Thurs	10/6/2016	1	7			8	
Fri	10/7/2016				8	8	All day training for Foundation Program
Sat	10/8/2016						
Sun	10/9/2016						
Total		7	19	3	11	40	
		17.5%	47.5%	7.5%	27.5%		** 55% of ED salary would be charged to OVW grant for this week

# Allocation of Cost for Executive Director

Executive Director's weekly salary is \$1,540

For the week of 10/3 – 10/9/2016

- 17.5 % charged to Organization's Admin budget -  
\$269.50
- 55 % charged to OVW CSSP grant -  
\$847.00
- 27.5% charged to 2013 ABC Foundation grant -  
\$423.50

Charges should be made based on actual costs (55% to OVW), not on budgeted amounts (50%).

Also, 55% of Executive Director's related fringe benefits (health insurance, payroll taxes, etc.) for the period would be charged to the OVW grant.

## Helpful Hints

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- Your approved budget is the starting point for the financial management of your OVW award. Includes an estimate of the anticipated costs.
- Charges to the OVW award will be for actual costs.
- Your organization's records (ex. Timesheets, invoices, and receipts) will provide documentation and support for the costs charged to the grant.

## Helpful Hints

- Your drawdowns (payment requests) will be for the actual costs of the project (not the budgeted amounts).
- The charges to the grant will be reported on your quarterly financial reports. Report costs incurred, not drawdowns.
- The financial charges to the grant will also relate to the activities reported on your programmatic progress reports. Ex. The grant has been charged 50% of a Counselor's salary; .5FTE Counselor position will be reported on the progress report; there should also be reporting of victims served by this Counselor

## Helpful Hints

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- Be transparent in your operations.
- Try to segregate duties as much as possible.
- Document, document, document.
- Follow the same policies and procedures for your OVW grant as you would for any other activity of the organization.
- If you are unsure about something --- Please call your program manager, TA provider or GFMD. We are all here to help and support you.
- Try not to get overwhelmed. 😊



# Questions

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**Any other questions we can answer  
or topics that we could provide additional  
clarification???**