

Attachment #5

2017-18 Invoice Report
Announcements

Davis, Ian

From: Davis, Ian
Sent: Wednesday, June 13, 2018 10:36 AM
To: 'alayna_santos@ecsonline.org'
Subject: SB740 2017-18 Invoice Report (Due 7/16/18)

Good Afternoon,

Schools participating in the 2017-18 Charter School Facility Grant (SB740) Program may submit final costs for remodeling buildings, deferred maintenance, remodeling common area maintenance, etc. by completing a 2017-18 Invoice Report and submitting supporting documentation. The Invoice Report, signature page, supporting invoices and documentation are to be emailed to SB740@treasurer.ca.gov no later than **MONDAY July 16, 2018**, late submissions shall not be accepted.

- [2017-18 Invoice Report](#)
- [SB740 Frequently Asked Questions \(FAQ\)](#)

The following items are eligible Other Costs for reimbursement:

- Remodeling: Modification or extending the structure of an existing building.
- Deferred Maintenance: Repairs and maintenance to the facility including but not limited to repairing electrical systems, installing or repairing air conditioners, waxing floors, repairing locks, etc. Supplies and materials used to complete the project are also eligible.
- Installation and Extending Service Systems: Placing new equipment in position ready for use. (HVAC, Security systems, etc.)
- Built-In Equipment: Equipment installed and secured to the facility for permanent use. (Does not include computers, desks, copy machines, or other portable office equipment.)
- Improving Sites: The labor and materials used to enhance the school's appearance. (Beatification projects, playground equipment, etc.)
- Common Area Maintenance:
 - Landscaping - Cost of materials and services.
 - Janitorial - Cost of services.
 - Utilities - Costs associated with electricity, water, communication, public waste disposal.

INELIGIBLE:

- Consumables include food, disposables, and toiletries. These items do not support the facility upkeep and are ineligible for reimbursement. (Example: Toilet paper, paper towels, hand soap, toner, water, etc.)
- Employees' salaries and benefits are ineligible for reimbursement.

Month-to-Month Lease payments (ex: modulars):

DO NOT include these costs in the Invoice Report. Simply submit a spreadsheet listing the payments made and proof of payment from 7/1/17-6/30/18 (canceled checks or invoices) to SB740@treasurer.ca.gov no later than 7/16/18.

Sincerely,
SB740 Team

Davis, Ian

From: Davis, Ian
Sent: Wednesday, July 11, 2018 3:18 PM
To: 'alayna_santos@ecsonline.org'
Subject: 2017-18 SB740 Invoice Report (Due 7/16/18)

If you have not submitted already, the 2017-18 Invoice Report is due **MONDAY July 16, 2018**

Schools participating in the 2017-18 Charter School Facility Grant (SB740) Program may submit final costs for remodeling buildings, deferred maintenance, remodeling common area maintenance, etc. by completing a 2017-18 Invoice Report and submitting supporting documentation. The Invoice Report, signature page, supporting invoices and documentation are to be emailed to SB740@treasurer.ca.gov no later than **MONDAY July 16, 2018**, late submissions shall not be accepted.

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Month-to-Month Lease payments (example: modulares):

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Sincerely,
SB740 Team

Davis, Ian

From: Davis, Ian
Sent: Monday, July 16, 2018 3:06 PM
To: 'alayna_santos@ecsonline.org'
Subject: 2017-18 SB740 Invoice Report (Due 7/16/18)

If you have not submitted already, the 2017-18 Invoice Report is due **TODAY July 16, 2018**

Schools participating in the 2017-18 Charter School Facility Grant (SB740) Program may submit final costs for remodeling buildings, deferred maintenance, remodeling common area maintenance, etc. by completing a 2017-18 Invoice Report and submitting supporting documentation. The Invoice Report, signature page, supporting invoices and documentation are to be emailed to SB740@treasurer.ca.gov no later than **TODAY July 16, 2018**, late submissions shall not be accepted.

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SB740 Team