

## Power of Preschool (PoP) Bridge Program FY 2010-11

### Expenditure Reporting Forms Package Instructions

First 5 county commissions receiving First 5 California PoP Bridge 2010-2011 Coordination and Program funds in Fiscal Year 2010-11 on a reimbursement basis must submit a completed Expenditure Reporting Forms Package to First 5 California.

The Expenditure Reporting Forms Package is due to First 5 California on or before August 1, 2011.

The PoP Bridge Expenditure Reporting Forms Package consists of the following five (5) spreadsheets. The spreadsheets are titled as follows:

- **Coordination Funds**
- **PoP-Ra1:** Infants/Toddlers;
- **PoP-Ra2:** Preschool;
- **PoP-Rb:** Funding Source and Certification; and
- **Reference Chart:** Quality Reimbursement Reference Chart A.

This expenditure reporting forms are in Excel format and available on the First 5 California website at: <http://www.cfc.ca.gov/commission/funding.asp>, under the Power of Preschool Bridge for Fiscal Year 2010/11 – Request for Funding Application section.

The Expenditure Reporting Forms Package will open on the Coordination Funds spreadsheet. Please complete all applicable spreadsheets related to the approved program for which reimbursement is being claimed. To enter data for a particular spreadsheet, select the appropriate tab located in the bottom left hand of the screen.

The reporting fiscal agent will be responsible for completing all cells shaded in yellow. All gray cells will populate based on information entered in the yellow-shaded cells.

**Please submit a hard copy of the entire package with original signature, on all appropriate pages, to:**

**First 5 California  
Attn: Forms  
2389 Gateway Oaks Drive, Suite 260  
Sacramento, CA 95833**

#### **Completing the Coordination Funds Expenditure Reporting Form**

1. Type the name of the reporting county.
2. In column A, Category, provide line item detail for each budget category for which reimbursement is being claimed.
3. In column B, Amount Expended, enter the expenditure amount associated with the line item description entered in column A.



4. Please note that while Capital Improvements should be reported, they are not eligible for reimbursement.
5. Cells containing totals, and shaded in gray, will automatically calculate based on the figures entered in the yellow budget category cells.
6. The First 5 county commission executive director or authorized commission representative must sign and date the form.

### **Completing the Program Funds Expenditure Reporting Forms**

#### **PoP-Ra1 and PoP-Ra2 (Pages 1 and 2)**

1. Select the name of the reporting county. A drop-down list of counties can be accessed by pressing on the arrow to the immediate right of the "Select County" cell.
2. Enter the county commission Executive Director and address.
3. Enter the number of operational spaces, as appropriate, for each quality level and/or percentage.
4. The fields in the box titled "Total Amount Requested for State to Reimburse County" pre-populate. The sum of the Infants/Toddlers and Preschool reimbursement amounts is displayed, up to the amount approved in the county commission's application.

#### **PoP-Rb: Funding Source and Certification (Page 3)**

1. Select the name of the reporting county. A drop-down list of counties can be accessed by pressing on the arrow to the immediate right of the "Select County" cell.
2. Enter the county commission Executive Director and address.
3. Enter the funding source amounts, including funding by the First 5 county commission, other federal and state programs, and local partners for the current reporting period.
4. The First 5 county commission executive director or authorized commission representative must sign and date the form.
5. Enter the name, telephone number, and e-mail address of the person preparing the form.

**Please note that the PoP Bridge Expenditure Reporting Forms Package will not be considered complete unless a hard copy is returned with original signature, on all appropriate pages, to the address below:**

**First 5 California  
Attn: Forms  
2389 Gateway Oaks Drive, Suite 260  
Sacramento, CA 95833**