



# BEVERAGE CONTAINER RECYCLING CITY/COUNTY PAYMENT PROGRAM

## EXPENDITURE REPORTING INSTRUCTIONS Revised August 10, 2018

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## OVERVIEW

Expenditure reporting is now a requirement for ongoing eligibility for the City/County Payment Program. Recipients must meet CalRecycle's online reporting requirements. Recipients may report expenditures once all Program funds have been spent but no later than the reporting due dates indicated below. Failure to meet the reporting due date, account for funds, and/or report ineligible expenditures, may result collection of unspent/unreported Program funds and denial of any future funding from CalRecycle.

All expenditures will be reported through CalRecycle's City/County Annual Payment and Reporting System (CAPRS). **Supporting documentation, including proof of purchase, for all expenditures is required.**

Please access [City/County Annual Payment and Reporting System \(CAPRS\)](https://secure.calrecycle.ca.gov/CAPRS) (<https://secure.calrecycle.ca.gov/CAPRS>) and review your Funding Request for each applicable fiscal year. Reporting is based on the awarded funds for each fiscal year. Enter the expenditure budget and the supporting documentation into CAPRS.

### TIMELINES AND DUE DATES

Fiscal Year (FY)	Term	Expenditure Period	Expenditure Reporting Due Date
2015–16	August 1, 2016 – June 29, 2018	September 8, 2016 – June 29, 2018	September 4, 2018
2016–17	June 1, 2017 – June 29, 2019	June 1, 2017– June 29, 2019	September 3, 2019
2017–18	June 4, 2018 – June 29, 2020	June 4, 2018 – June 29, 2020	September 1, 2020

### EXPENDITURE PAYMENTS

Expenditures must be incurred during the expenditure reporting period of September 8, 2016 through June 29, 2018. Proof of payment for expenditures incurred must occur and be submitted no later than September 4, 2018.

### EXPENDITURE CHANGES

Expenditure Reports should match each fiscal year's Projected Expenditure Plan on the Funding Request Activities tab unless a CalRecycle Regional Representative (CRR) was previously notified of any budget modifications. If so, please indicate the date of the budget modification request and the CRR notified in the comments section of the Expenditure Report (on any of the applicable Budget Activities).

### REGIONAL APPLICATIONS/COOPERATIVE REGIONAL EFFORTS

A Regional Lead Participant (Lead) must submit an Expenditure Report on behalf of all participating jurisdictions.

### UNSPENT FUNDS

Unspent Program funds at the end of the term must be reimbursed by check to CalRecycle within 45 days from the Expenditure Reporting due date. Notify your CRR if

you will be sending in a check. The check will need to be labeled as City County Payment Program Unspent Funds for FY (insert applicable fiscal year) and mailed to:

**CalRecycle, Accounting Office**  
P.O. Box 4025  
Sacramento, CA 95812-4025

If there are questions or other issues related to expenditures, please work with your CRR to resolve them. Program funds due to CalRecycle that are left unpaid may result in denial of future funding from any CalRecycle program.

### **INELIGIBLE EXPENDITURES**

Please do not include ineligible items in your Expenditure Reporting. Ineligible items include, but are not limited to:

- SWAG (any item given away to the public, or listed on the [SWAG Clarification Letter](#))
  - See [SWAG Questions & Answers](#) for more information.
- Any activity/item that does not have a nexus to beverage container recycling to include but are not limited to:
  - Activities solely related to used oil, E-waste, household hazardous waste, organics, cardboard recycling, and waste.
  - Stand-alone compost bins
  - Stand-alone trash bins
  - Litter clean-up events not including CRV material in the waste stream
  - Recycled Content Products that do not contain CRV beverage container material
  - CRRRA Conference for more than two staff, CRRRA membership (registration is OK), or travel that does not meet the [State guidelines](#)
  - Out of State Conferences.
  - Memberships to Associations.
  - Pet/BioBag Waste Bags.
  - Monetary/Gift Card Rewards for Recycling Activities/Challenges.
  - Items or services whose cost is covered by another CalRecycle Grant.

### **TRAVEL**

If you have listed travel, you will need to show that it meets state requirements for reimbursement (see link above). Complete the Travel Expense Log Form (CalRecycle 246, Rev. 4/17) from CalRecycle's [Grant Forms Webpage](#) ([www.calrecycle.ca.gov/Funding/Forms](http://www.calrecycle.ca.gov/Funding/Forms)) and upload it to CAPRS.

### **PROOF OF PAYMENT**

You will need to submit Proof of Payment with this report. Acceptable Proof of Payment must include at least one of each of the following.

- a) Invoices, receipts, or purchase orders must include the vendor's name and telephone number, address, description of goods or services purchased, amount due, and date. The claimed expenses should be highlighted and identified with applicable task number on each invoice.

- b) Proof of payment may include:
- i. copy of cancelled check(s) that shows an endorsement from the banking institution
  - ii. invoice(s) showing a zero balance, or stamped “paid” with a check number, date paid, and initials
  - iii. accounting system report from local government if it contains the vendor name, date of invoice, invoice number, check number or internal ID, and date amount was paid
  - iv. bank statement(s) along with a copy of the endorsed check or invoice showing the check number
  - v. copy of an electronic funds transfer confirmation
  - vi. copy of a credit card statement(s)

When uploading supporting documentation, please provide a brief description of the documentation being uploaded and clearly delineate the items purchased using CCPP funding in all supporting documentation. You may use the comment box to provide any detail.

### **RECORDS RETENTION**

Maintain all applicable documentation for a minimum of three years from the date of project completion. We highly recommend that each jurisdiction encumber the money in a separate account for beverage container recycling activities.

## ENTERING REPORTS INTO CAPRS

### INSTRUCTIONS

Sign into [CAPRS](https://secure.calrecycle.ca.gov) (https://secure.calrecycle.ca.gov) using your WebPass login information.

- On the Navigation Menu, click **Expenditure**
- **Select** the applicable Jurisdiction name (for those with access to more than one jurisdiction)
- Click on the applicable **Fiscal Year** (Example: 2015–16)
  - Note: If you do not see the applicable FY, please contact your CCR
- Click on the **Expenditure Items** tab on the top of the screen
  - Click on Add **Expenditure Item** button to add expenditures. This will bring you to the Expenditure Item Detail page.

Enter the following information:

- **Group:** Use the dropdown for Group to report on the applicable budget category
- **Activity:** The Group selection will populate the Activity dropdown and will give you a listing of eligible expenditures within that category. **Note:** Once you report expenditures in an Activity, that Activity will no longer appear as a dropdown option for subsequent expenditure reporting in that Group.
- **Expended Amount:** Amount spent on Expenditure
- **Start Date:** The first date this item was purchased
- **End Date:** The last date this item was purchased (If item was only purchased once, enter the same date for both the Start Date and the End Date)
- **Activity Backup Documentation:** Proof of Payment/Invoice amounts should match the Activity expenditure amount. All expenditures for each Group/Activity should be included in this upload, even if it includes several purchases. There should be a clear audit trail for reconciling the Group/Activity amount to the uploaded supporting documentation.
  - **Document Title:** Add a document title that will easily identify purchases
  - **Document Description:** At minimum, identify which activity the document is intended for.
  - **Document Type:** Select Expenditure Reporting
  - **Document Date:** Date of **document** upload
  - **Document Upload:** Click Browse, and choose the document to upload.
  - **Comments:** Please add comments as required (Example: The City of Sacramento expended all 2015–16 funds on beverage container recycling bins for 15 public parks and several downtown high traffic areas. Proof of purchases and invoices are attached in the documents tab to account for a total of \$5,000. A budget modification was approved by Grant Manager, Jane Doe on 10/1/2016. Email approved has been uploaded in the documents tab.)
- Click on **Add Expenditure Item** if more entries are needed to equal Expenditure Balance.
- Once all expenditures are accounted for, click on the **Summary** tab.
- Please review your Expenditure Report to ensure all information is accurate.

- Once review is complete, click on **Print Expenditure Certification** tab.
- Click **Open** once the notification window is available.
- Print, Obtain the signature from your authorized Signature Authority, and Upload Expenditure Certification using the **Documents** tab.
- Once Expenditure Certification is uploaded, click on **Submit Expenditure**.
- Verify that all checklist items on the Expenditure Checklist contains a Green Checkmark.
  - All Green Checkmarks indicate your Expenditure Report has been submitted.

Please note any discrepancies on the back-up documentation (See example under the Example of Report Submission section).

**When uploading documents, please ensure file names do not include any special characters such as parenthesis, number signs, etc. Documents will not upload into CAPRS if a special character is in the Document name.**

## EXAMPLE OF EXPENDITURE REPORT

The screenshot displays the 'Documents' tab of the CAPRS system. It includes an 'Instructions' section, a form for adding an expenditure item, a summary of expenditure balance, a checklist, and a table of activity backup documentation.

**Instructions:**

- To add an Expenditure Item:
  - Select the Group Name and Activity.
  - Enter the Expended Amount.
  - Select the Start Date and End Date.
- To add Back-Up Documentation:
  - Enter Document Title \*\*Do not use special characters such as parenthesis or # in the Document Title (Ex. Recycling Bins - Invoice 1).
  - Enter Document Description (Ex. FY2014-15 Recycling Bins for public parks or Email Approval for Expenditure Activities Change).

**Form Fields:**

- Group:** Beverage Container Collection Programs
- Activity:** Recycling Bins
- Expended Amount:** 5000
- Start Date:** 5/24/2017
- End Date:** 5/24/2017
- Activity Backup documentation:**
  - Document Title:** Bear Saver Recycling Bins
  - Document Description:** Invoice and proof of purchase for beverage container recycling bins.
  - Document Type:** Expenditure Reporting
  - Document Date:** 5/24/2017
  - Document Upload:** [Browse...]

**Summary:**

- Expenditure Balance:**
  - Awarded Funds: 5,000
  - Actual Expenditures: 5,000
  - Expenditure Balance: 0
- Expenditure Checklist:**
  - Has Expenditure Entered
  - Print and Upload the Expenditure Certification
  - Submit Expenditure

**Activity Backup Documentation Table:**

Group	Activity	Expended Amount
Beverage Container Collection Programs	Recycling Bins	5,000
<b>Total :</b>		<b>5,000</b>

Page size: 20 | 1 items in 1 page

Example: Jurisdiction X spent \$5,000 on beverage container recycling bins that were purchased on 5/24/2017.

## CONTACT INFORMATION

Please contact your CRR if you need any assistance. You can find your contact at <http://www.calrecycle.ca.gov/BevContainer/Grants/CityCounty/Contacts/>