

The SPARK Task Force and State Finance Council approved reimbursements for the agencies and amounts listed on Attachment A. A spreadsheet with those expenses summarized by Dept ID, Fund, Budget Unit, Program, and Account code will be sent to your agency through ManageEngine Service Desk by no later than August 12, 2020. The rows below are an example.

Example expenditure list:

Agency Num	Agency Name	Department	Fund	Fund Descr	Budget Unit	Program	Program Descr	Account	Account Description	Fiscal Year	Amount	Report
17300	Department of Administration	1730402000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	526300	COMPUTER PROGRAMMING OP OITS	2020	1,000.00	1 - Operational Costs COVID
17300	Department of Administration	1730403000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	526300	COMPUTER PROGRAMMING OP OITS	2020	800.00	1 - Operational Costs COVID
17300	Department of Administration	1730201000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	541690	INFO PROCESSING EQUIP NON CAP	2020	600.00	1 - Operational Costs COVID
17300	Department of Administration	1730101000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	520910	CELLULAR PHONES	2020	100.00	1 - Operational Costs COVID
17300	Department of Administration	1730105000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	539200	HOUSEHOLD SUPPLIES	2020	200.00	1 - Operational Costs COVID
17300	Department of Administration	1730402000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	524400	BLDG & GROUND REPAIR AND SVC	2020	300.00	1 - Operational Costs COVID
17300	Department of Administration	1730403000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	534100	BLDGS AND GROUNDS MATERIALS	2020	400.00	1 - Operational Costs COVID
17300	Department of Administration	1730403000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	534900	OTHER EQUIP MATERIALS PARTS	2020	500.00	1 - Operational Costs COVID
Total											3,900.00	

The SMART Team has processed a transfer to move the total reimbursed amount to your agency's Coronavirus Relief Fund (CRF) on August 11, 2020. An example is below.

Example transfer:

Journal ID	Agency Num	Agency Name	Dept ID	Fund	Fund Descr	Budget Unit	Program	Program Descr	Account	Account Description	Fiscal Year	Sum Total Amt	Budget Date
XXXXXXX	25200	Governor	252XXXXXX	3753	CORONAVIRUS RELIEF FND-FED FND	3753	21662	COVID-19 Transactions	773100	FED SUBGRANT TRANSFER OUT	2021	3,900.00	8/11/2020
XXXXXXX	25200	Governor		3753	CORONAVIRUS RELIEF FND-FED FND	3753			110100	TREASURERS COMMON CASH	2021	(3,900.00)	8/11/2020
XXXXXXX	17300	Department of Administration	173XXXXXX	3753	CORONAVIRUS RELIEF FND-FED FND	3753	21662	COVID-19 Transactions	766050	FED SUBGRANT TRANSFER IN	2021	(3,900.00)	8/11/2020
XXXXXXX	17300	Department of Administration		3753	CORONAVIRUS RELIEF FND-FED FND	3753			110100	TREASURERS COMMON CASH	2021	3,900.00	8/11/2020

Action Item - Your agency must review the expenditure transactions that correspond to the summary level report provided and certify the transactions qualify for reimbursement based on the federal guidelines in the CARES Act. For any amount that does not meet the requirements for reimbursement, contact your DOB analyst to request for the amount to be returned to the Governor's Office. DO NOT PROCESS AN INTERFUND TO RETURN THE AMOUNT. Once a complete list is accumulated for all agencies, the SMART Team will process a transfer to remove the returned amounts from each agency's CRF.

Action Item - For all expenses where your agency has reviewed and certified the amount reimbursed, your agency must process a SMART GL Journal to transfer each line of expense funding as provided in the spreadsheet of summarized expenses to your agency's CRF by August 18, 2020.

- In order for the GL journals to be easily identified for CAFR adjustments, this format must be followed for the GL Journal ID: CR + Agy + Fiscal Yr + Seq Please note the Fiscal Year needs to be '20' in the GL Journal ID.
Example: CR17320001

- For every expense accounting line using Fund 3753, the appropriate Chartfield 2 value must be included on the journal. See below for all of the valid federal reporting values for Chartfield 2.

Example GL Journal:

Journal ID	Agency Num	Agency Name	Dept ID	Fund	Fund Descr	Budget Unit	Program	Program Descr	Account	Account Description	Fiscal Year	Sum Total Amt	ChartField 2	Budget Date
CR17320001	17300	Department of Administration	1730402000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	526300	COMPUTER PROGRAMMING OP OITS	2021	(1,000.00)		(Current Date)
CR17320001	17300	Department of Administration	1730403000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	526300	COMPUTER PROGRAMMING OP OITS	2021	(800.00)		(Current Date)
CR17320001	17300	Department of Administration	1730201000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	541690	INFO PROCESSING EQUIP NON CAP	2021	(600.00)		(Current Date)
CR17320001	17300	Department of Administration	1730101000	1000	STATE GENERAL FUND	0200	21662	COVID-19 Transactions	520910	CELLULAR PHONES	2021	(100.00)		(Current Date)
CR17320001	17300	Department of Administration	1730105000	1000	STATE GENERAL FUND	0200	01035		539200	HOUSEHOLD SUPPLIES	2021	(200.00)		(Current Date)
CR17320001	17300	Department of Administration	1730402000	1000	STATE GENERAL FUND	0200	01807		524400	BLDG & GROUND REPAIR AND SVC	2021	(300.00)		(Current Date)
CR17320001	17300	Department of Administration	1730403000	1000	STATE GENERAL FUND	0200	01808		534100	BLDGS AND GROUNDS MATERIALS	2021	(400.00)		(Current Date)
CR17320001	17300	Department of Administration	1730403000	1000	STATE GENERAL FUND	0200	01808		534900	OTHER EQUIP MATERIALS PARTS	2021	(500.00)		(Current Date)
CR17320001	17300	Department of Administration	1000	STATE GENERAL FUND	0200				110100	TREASURERS COMMON CASH	2021	3,900.00		(Current Date)
CR17320001	17300	Department of Administration	1730402000	3753	CORONAVIRUS RELIEF FND-FED FND	3753	21662	COVID-19 Transactions	526300	COMPUTER PROGRAMMING OP OITS	2021	1,000.00	CRFTELE	(Current Date)
CR17320001	17300	Department of Administration	1730403000	3753	CORONAVIRUS RELIEF FND-FED FND	3753	21662	COVID-19 Transactions	526300	COMPUTER PROGRAMMING OP OITS	2021	800.00	CRFTELE	(Current Date)
CR17320001	17300	Department of Administration	1730201000	3753	CORONAVIRUS RELIEF FND-FED FND	3753	21662	COVID-19 Transactions	541690	INFO PROCESSING EQUIP NON CAP	2021	600.00	CRFTELE	(Current Date)
CR17320001	17300	Department of Administration	1730101000	3753	CORONAVIRUS RELIEF FND-FED FND	3753	21662	COVID-19 Transactions	520910	CELLULAR PHONES	2021	100.00	CRFTELE	(Current Date)
CR17320001	17300	Department of Administration	1730105000	3753	CORONAVIRUS RELIEF FND-FED FND	3753	21662	COVID-19 Transactions	539200	HOUSEHOLD SUPPLIES	2021	200.00	CRFPPEQ	(Current Date)
CR17320001	17300	Department of Administration	1730402000	3753	CORONAVIRUS RELIEF FND-FED FND	3753	21662	COVID-19 Transactions	524400	BLDG & GROUND REPAIR AND SVC	2021	300.00	CRFPHEX	(Current Date)
CR17320001	17300	Department of Administration	1730403000	3753	CORONAVIRUS RELIEF FND-FED FND	3753	21662	COVID-19 Transactions	534100	BLDGS AND GROUNDS MATERIALS	2021	400.00	CRFPHEX	(Current Date)
CR17320001	17300	Department of Administration	1730403000	3753	CORONAVIRUS RELIEF FND-FED FND	3753	21662	COVID-19 Transactions	534900	OTHER EQUIP MATERIALS PARTS	2021	500.00	CRFPHEX	(Current Date)
CR17320001	17300	Department of Administration	3753	CORONAVIRUS RELIEF FND-FED FND	3753				110100	TREASURERS COMMON CASH	2021	(3,900.00)		(Current Date)

ChartField 2	Full Description
CRFADMN	Administrative Expenses
CRFPERS	Budgeted Personnel and Services Diverted to a Substantially Different Use
CRFTST	COVID-19 Testing and Contact Tracing
CRFECON	Economic Support (other than Small Business, Housing, and Food Assistance)
CRFETAN	Expenses Associated with the Issuance of Tax Anticipation Notes
CRFDSL	Facilitating Distance Learning
CRFFOOD	Food Programs
CRFHOU	Housing Support
CRFTELE	Improve Telework Capabilities of Public Employees
CRFMEDE	Medical Expenses
CRFNURS	Nursing Home Assistance
CRFPHSE	Payroll for Public Health and Safety Employees
CRFPPEQ	Personal Protective Equipment
CRFPHEX	Public Health Expenses
CRFSBAS	Small Business Assistance
CRFUEMB	Unemployment Benefits
CRFCOMP	Workers' Compensation
CRFOTHR	Items Not Listed Above