L2R Labor Fund '22-23 SY: How to complete monthly submissions

15 Steps  View on Tango

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Made with Tango
STEP 1
Go to the Monthly Submission form at: https://form.jotform.com/222347435503047 (Click link to open the form)
Please fill out one form per month when actual costs were incurred. Please do not report costs for multiple months in a single form submission.

STEP 2
First, enter your School District/Private School Information. Select your school district or private school from the dropdown list (alphabetical order).
In this screenshot, Anacortes School District is selected as an example.
Fill in the name and email address for the person completing the form.

In this example, Jane Doe is completing the form. We recommend having someone who works in finance, or works closely alongside finance, to complete this form.

**School District/Private School Information**

- **School District OR Private School Name**: Anacortes School District

**Form Completed By: Name**

- **First Name**: Jane
- **Last Name**: Doe

**Form Completed By: Email**

- **Email**: jane@example.com
  - **Email (alternate)**: example@example.com
Next, enter your Monthly Actuals Reporting Information. Choose the financial month in which the actuals you are reporting were incurred.

Remember, you can only report actuals incurred in one month per form submission. For example, if you’d like to report actuals incurred in both August 2022 and September 2022, you’ll need to submit the form twice.
STEP 5

Report the labor amount spent in the reporting month for salaries. Do not add a dollar sign.

In the screenshot below, Anacortes School District is reporting that $3000 was spent in September 2022 on salaries.

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**Monthly Actuals Reporting Information**

Funding must be used solely for allowable activities focused on hiring staff or reimbursing staff time to support testing and testing-related activities as the primary activity.

**Month When Actual Costs Incurred**

September 2022

If you are reporting actuals spent in more than one month (such as August 2022 and September 2022), please fill out one form per month.

**Labor Amount Spent in Reporting Month Above for Salaries**

3000

Enter the amount only, not the $ sign

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STEP 6

Report the labor amount spent in the reporting month for benefits. Do not add a dollar sign.

In the screenshot below, $1000 was spent in September 2022 on benefits.

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**Labor Amount Spent in Reporting Month Above for Salaries**

3000

Enter the amount only, not the $ sign

**Labor Amount Spent in Reporting Month Above for Benefits**

1000

Enter the amount only, not the $ sign
STEP 7

Report the labor amount spent in the reporting month for indirects. Do not add a dollar sign. See the first page of the FAQ for more information on indirect costs.

In the screenshot below, $200 was spent in September 2022 on indirects.

**Labor Amount Spent in Reporting Month Above for Benefits**

1000

Enter the amount only, not the $ sign.

**Labor Amount Spent in Reporting Month Above for Indirects**

200

Enter the amount only, not the $ sign. Enter 0 if you have no indirect costs to report.

**Note:** Please see the first page of the FAQ (link) for information on indirect costs.
STEP 8

Review instructions for uploading your supporting documentation of actuals spent during the financial reporting month.

Remember, you should upload documentation of salaries by individual and benefits by individual or aggregate. You do not need to provide documentation of indirects.

Supporting Documentation

- For all employees who are charged to the grant for this month's reporting period:
  Please upload documentation of the following:
  - (1) Salary by individual, AND (2) Benefits by individual OR in aggregate. You do not need to provide documentation of indirects. Salaries and benefits MUST be broken out as separate line items - see example below.
  - Please note the example provided below is simply representative of the reporting costs being broken out as separate line items, not the exact file in which schools are expected to provide.
  - Each individual file that you upload can be up to 10 MB.
- IMPORTANT: Please use the following naming convention for your files: School District OR Private School name, Month actuals were incurred, File X of X.
  - For example, "Anacortes School District_September 2022_File 1 of 2"

STEP 9

Upload supporting documentation by dragging and dropping files. If you'd prefer to search for your files and attach them, double-click "Browse Files."

Please be sure to use the naming convention before uploading! For example: "Anacortes School District_September 2022_File 1 of 2". Each individual file you upload can be up to 10 MB.
STEP 10

*Optional* If you would like to provide any context or explanation for the documentation file(s) you uploaded, enter that

File Upload - Each individual file can be up to 10MB. IMPORTANT: Please use the following naming convention for your files: School District OR Private School name_Month actuals were incurred_File X of X. For example, "Anacortes School District_Scember 2022_File 1 of 2" *

*Optional* Add documentation file comments here to provide further explanation or context.

Type here...

STEP 11

In the final section, you will report Certified Cumulative Actuals. Report the cumulative labor amount spent for salaries. Do not add a dollar sign.

Remember, this total includes the current month you are reporting, as well as any previous months in the 2022-2023 school year.

Certified Cumulative Actuals Reporting Information

Please include the current reporting month in these cumulative amounts.

Certified Cumulative Labor Amount Spent To-Date For Salaries (Including Current Reporting Month) *

6000

Enter the amount only, not the $ sign
STEP 12

Report the cumulative labor amount spent for benefits. Do not add a dollar sign.

Remember, this total includes the current month you are reporting, as well as any previous months in the 2022–2023 school year.

Certified Cumulative Labor Amount Spent To Date For Salaries (Including Current Reporting Month) *

6000

Certified Cumulative Labor Amount Spent To Date For Benefits (Including Current Reporting Month) *

2000

STEP 13

Report the cumulative labor amount spent for indirects. Do not add a dollar sign.

Remember, this total includes the current month you are reporting, as well as any previous months in the 2022–2023 school year.

Certified Cumulative Labor Amount Spent To Date For Benefits (Including Current Reporting Month) *

2000

Certified Cumulative Labor Amount Spent To Date For Indirects (Including Current Reporting Month) *

400
STEP 14

Ensure that you've filled in all questions with accurate totals and uploaded supporting documentation. Then, click the green Submit button at the bottom of the page.

STEP 15

You're done! You'll see this page when your form is successfully submitted.

You can download a PDF of your responses here (see orange circle in screenshot). You'll also get an email with a copy of your responses.
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