

## Backup Documentation Examples

The examples of backup documentation below are provided as a visual aid. These examples are not the only acceptable forms of backup. Coordinate with your Massachusetts Office for Victim Assistance (MOVA) Program Coordinator (PC) if you have questions about your backup documents.

### Backup Documentation Examples by Cost Category:

#### Personnel - Salary

##### Timesheets:

NAME: [REDACTED]		HIRE DATE: September 6, 2022		PERIOD ENDING DATE: Sunday, August 6, 2023														
PROGRAM: [REDACTED]																		
DAY/DATE	TIME WORKED		REGULAR HOURS WORKED	HRS NOT WMD		COMP TIME		TOTAL HOURS	TIME ALLOCATION									
	IN	OUT		PTO HOURS	PTO CODE	++COMP HOURS	COMP CODE		ALL	DPH - SurvSvcs	DPH - HopePrev	VOCA	OVC2	OWW	Program Other	FR	MAWOCN	
Monday, July 24, 2023	9:00 AM	5:00 PM	8.0					8.0	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Tuesday, July 25, 2023	9:00 AM	5:00 PM	8.0					8.0	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Wednesday, July 26, 2023	9:00 AM	5:00 PM	8.0					8.0	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Thursday, July 27, 2023	9:00 AM	5:00 PM	8.0					8.0	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Friday, July 28, 2023	9:00 AM	5:00 PM	8.0					8.0	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Saturday, July 29, 2023			0.0					0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday, July 30, 2023			0.0					0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Monday, July 31, 2023	9:00 AM	5:00 PM	8.0					8.0	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Tuesday, August 1, 2023	9:00 AM	5:00 PM	8.0					8.0	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Wednesday, August 2, 2023	9:00 AM	5:00 PM	8.0					8.0	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Thursday, August 3, 2023	9:00 AM	5:00 PM	8.0					8.0	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Friday, August 4, 2023	9:00 AM	2:00 PM	5.0	3.0	L			8.0	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
Saturday, August 5, 2023			0.0					0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday, August 6, 2023			0.0					0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Reg. Hrs:		77.00	TOTALS for PERIOD:		77.00	3.00		80.00	40.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	
PTO Hrs:		3.00																
++ Comp Time Hrs:		0.00																
Total Hrs:		80.00																
Employee Signat:		[REDACTED]	Date: 8/4/2023															
Approval Signat:		[REDACTED]	Date: 8/4/2023															
PTO CODES:			COMP TIME CODES:															
H = Holiday			HTL = Hotline															
B = Break			ADV = Med/Legal Advoc.															
M = Maternity			EVE = Event															
P = Paternity			OTR = Other															
L = Personal/Sick/Vac.																		
J = Jury Duty																		

**\*This example shows time allocations and separation of funding sources for an employee who is funded 50% by DPH and 50% MOVA Victim and Survivor Services (VSS) Funding**

#### Payroll Journal:

	Hours	Gross Wages	Paid Earnings
Hourly Salary	138.00	0.00	0.00
Salary	0.00	6,210.00	6,210.00
	138.00	6,210.00	6,210.00
<b>Taxes</b>			<b>Amount</b>
SOC SEC EE			385.02
MED EE			90.04
FEDERAL WH			537.96
MASSACHUSETTS WH			292.16
MA PFL EE			21.36
			1,326.54
<b>NetPay</b>			<b>Amount</b>
NetPay			4,883.46
<b>Employer Expenses</b>			<b>Amount</b>
SOC SEC ER			385.02
MED ER			90.04
			475.06

#### NOTES:

FY2023 VOCA: Salary = \$4,156.00; Fringe = \$302.40  
FY2023 N/R: Salary = \$2,054.00; Fringe = \$172.66

*\*This example uses the notes section to show the allocation for MOVA VSS funding. Payroll Journals can also account for taxes included in fringe calculations.*

## Personnel - Fringe

### Backup Documentation Fringe Allocation - Example A:

#### Justification

Beginning October 1, 2022, \_\_\_\_\_ has implemented a two-tier fringe benefit rate. Group 1 employees work 20 hour per week or more and are eligible for full benefits. Group 2 employees work less than 20 hours per week and the fringe benefit rate is based on mandatory payroll taxes and insurance, plus 403b match. The rate for Group 1 is 18.1% and for Group 2 is 9.6%. All proposed employees except the psychiatrist are Group 1 employees. These rates are consistently applied to all salary costs across \_\_\_\_\_, regardless of funding source. A detail of the components of the rate are shown below:

Fringe Benefit Component:	Group 1	Group 2
Social Security and Medicare Taxes	7.1%	7.6%
MA Paid Medical and Family Leave	0.4%	0.4%
Unemployment Insurance	0.1%	0.1%
Workers Compensation Insurance	0.4%	0.4%
Retirement-403B Match	1.2%	1.0%
Medical Insurance	7.9%	0.0%
Dental Insurance	0.8%	0.0%
Life Insurance	0.2%	0.0%
<b>Total Fringe Benefit Rate</b>	<b>18.1%</b>	<b>9.6%</b>

*\*Example A includes a fringe allocation table shows different fringe allocations set by the organization. The same fringe rates would be applied to all staff dependent on their employee group and regardless of their election of certain benefits.*

### Backup Documentation Fringe Actuals – Example B:

	November					December				
	Health Ins	Guardian	Eyemed	Pension	Total	Health Ins	Guardian	Eyemed	Pension	Total
50%	1417.86	49.15	6.36	251.14	1724.51	1417.86	49.15	6.36	251.14	1724.51
	708.93	7.73	3.18	90.14	809.98	708.93	7.73	3.18	90.14	809.98
80%		10.8		197	207.8		10.8		197	207.8
		12.78	5.09		17.87		12.78	5.09		17.87
70%		19.26	6.36	236.36	261.98		19.26	6.36	216.36	241.98
	1094.48	9.52	12.72		1116.72	497.49	9.52	6.36		513.37
					0		0	0		0
		904.87		180.28	1085.15	994.98	92.43	12.72	180.28	1280.41
		15.88		185.7	201.58		15.88		185.7	201.58
	907.49	97.41	6.36	191.26	1202.52	497.49	97.41	6.36	191.26	792.52
		22.43	6.36	197	225.79		22.43	6.36	197	225.79
	497.49	150.04	6.36	270.86	924.75	497.49	150.04	6.36	270.86	924.75
	644.25	12.66		150.2	807.11	644.25	12.66		150.2	807.11
					0					0
Total	5270.5	1312.53	52.79	1949.94	8585.76	5258.49	500.09	59.15	1929.94	7747.67
GL	5270.5	1312.53	52.79	1949.94	8585.76	5258.49	500.09	59.15	1929.94	7747.67
Diff	0	0	0	0	0	0	0	0	0	0

*\*Example B includes benefit costs assigned to individual personnel lines based on actual costs and benefits elected by staff. As applicable, the costs are adjusted by a percentage if staff are not fully supported by the MOVA grant. Backup documentation such as this would be supplemented with additional documentation which includes, but may not be limited to, health & eye insurance plan payments made by the sub-recipient.*

## Consultants

Date	Service	Description of Service	Units	Rate	Amount
08/03/23	Prog./Clin. Consult	Programmatic/Clinical Consultation-Ex. Director	0.25	81.25	20.31
08/03/23	Group	Clinical Supervision, Group-Whole Team	1.5	81.25	121.88
08/07/23	Individual	Clinical Supervision Individual- Community Advocate	0.75	81.25	60.94
08/09/23	Training Prep	Training Preparation- Follow up Sales Tax	0.25	81.25	20.31
				0.00%	0.00

*\*This example shows consultants' rate, date of service, and description of services provided.*