

GLOSSARY OF TERMS

Advance Contract Payment – CSS allows agencies to request a 1/6 (two-months) advance of their grant award prior to their receipt of an executed contract.

Advances -Upon written request from contractor, allows funds to be released prior to a fully executed contract. A contract number, an invoice for not more than 1/6th of grant award and approval of an advance contract by the Board of Supervisors are needed in order to execute an advance.

Amendment – The term and document are used for adding or reducing money to an existing contract, or to extend the contract term.

Audit Report – A documented examination of the Contractor's overall program financial operation done by an outside independent certified public accounting firm.

Audit Verification – A review of the audit report submitted by the Contractor to determine if there are any substantial findings that require a corrective action plan.

Client/Case Records – Contractors client/case file documentation of services provided in accordance with the CSS contract statement of work and fiscal reimbursement.

Close-Out-Report – A report done at the end of the fiscal year verifying the Contractor's documentation of reported expenses.

Contract - Guide for contractor provision of services includes County requirements, program goals/statement of work, and budget.

Contractor Monitoring Review –Completion of a program and fiscal monitoring instrument that cites the level of program performance in compliance with the CSS contract; monitoring findings; corrective action plans; and technical assistance documentation.

Contractor(s) - Agencies, public entities, individuals, and organizations that have an executed agreement with CSS to perform a service or activity.

Contract Compliance – This is achieved when the Contractor's program and fiscal operations are in accordance with program regulations and contract requirements.

Corrective Action Plan – Plan made and implemented by the Contractor to modify/correct any findings of deficiency.

CSS – Community and Senior Services

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PROCEDURAL MONITORING TRAINING MANUAL**

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De-obligate – Process in which funds awarded to a Contractor is nullified for the entire award or balance of the award in accordance with the CSS contract.

Desk Review – A general survey of documents pertaining to the Contractor that are available In-House (i.e. approved Contracts, Amendments and/or modifications, Insurance, Program Monitoring and Fiscal Reports, Corrective Action Plan done in preparation for a site visit or for review of Contractor’s program and fiscal reports for accuracy and contractual compliance.

Expenditures – The amount of money spent to cover allowable contract cost, in total or within specific expenditure categories.

General Ledger – A log/book containing accounts to which debits/credits are posted from books of original entries.

MOU – Memorandum of Understanding: an agreement between county departments to provide or receive services.

Modification- Used in accordance with the contract guidelines for changes to contractor’s program or budget.

Monitoring Instrument – An instrument used in verifying Contractor’s compliance with the CSS contract.

On Site Visit – A scheduled visit to the Contractor done by the assigned monitor(s) to determine whether or not the Contractor/Organization is in compliance with the CSS contract.

On Site Un-Announced Visit – Un-scheduled visit to Contractor site(s).

One Time Only Funds – Grant money allotted for a particular service or purchase i.e. equipment (one time only).

Payroll Journals – A log/journal that contains the records of the Contractor’s employees, including fringe benefits and salaries.

Project Income – Income derived from contributions, fundraising, fees (where applicable) that are used for the operations of the program in addition to the grant award.

Purchase of Service – Service(s) provided to a client that the Contractor can bill to a CSS program.

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Recovery of Funds – 1) Contractor’s reimbursement payments in the first two months of the contract period to repay advance; 2) Contractor reimbursement of CSS excess advanced funds as determined in the close-out expenditure review; 3) Contractor payment for a fiscal finding in an audit report of which expenditures could not be sufficiently substantiated.

RFP – Request for Proposal

Third Party Agreement – Sub-Contractors hired by the Contractor to provide services in to achieve the goals established in the CSS contract statement of work.