

Reimbursement Claim Submission Training

SEPTEMBER 2024

NOTE

THIS PROCESS
ONLY APPLIES TO
SALARY AND
OPERATING EXPENSE
CLAIMS

What is a “Regular” Reimbursement Claim?

Monthly

- Submitted monthly
- 1 claim each month except in rare circumstances

Includes

- Salary Expenses
- Operating Expenses
- Copier Expenses
- Longevity

Does Not Include

- Election Expenses
- Special Project Expenses
- Cost-Share
- O&M

Step 1 – Gather all the Parts & Pieces

- Reimbursement Claim Checklist
 - 2 Digit Item Code List
 - FY Allocation Report
 - OSF-3 Form
 - Payroll worksheet(s) and timesheet(s)
 - Operating Expense documentation/backup
 - 941 receipt/proof of payment
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- Make sure you have the latest version of the forms, including the OSF-3

Step 2 – Complete the OSF-3 Claim Form

OSF Form 3 (Revised 07/2022)				CLAIM OF: Redbud Conservation District				For Agency Use Only:					
STATE OF OKLAHOMA Notarized Claim Voucher And Disbursement of Payroll Withholdings				ALT. NAME:				TOTAL		AGENCY		CLAIM	
				Vend I.D.: 71-1251583				CLAIM		BUSINESS		VOUCHER	
OSF-Audited By:				Reserved For Agency Use Only:				AMOUNT		UNIT		NO.	
ORDER NO.	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	ACT/SUB DEPT	BUDGET REF YR	CFDA CHARTFIELD	PROGRAM	PROJECT	OPER UNIT	RESERVED	RESERVED	
TOTAL													
Notary Seal		DATE	ITEM CODE	ARTICLE DESCRIPTION								AMOUNT CLAIMED	
Affix Notary Seal Here		9/30/24	05	District Manager Salary - September 2024								\$ 3,538.46	
		9/30/24	71	Internet Service - July 2024								\$ 129.90	
		9/30/24	86	Copier Rental - July 2024								\$ 139.83	
												\$ -	
												\$ -	
												\$ -	
												\$ -	
THE SECTION BELOW IS NOT REQUIRED FOR WITHHOLDING PAYMENTS-EXCEPT FOR WITHHOLDING REFUNDS										TOTAL AMOUNT APPROVED		\$ 3,808.19	
The undersigned contractor, vendor, individual, or duly sworn agent, of lawful age, upon oath says that this claim is true and correct. Affiant further states that the work, services, or materials as shown by this claim have been completed or supplied in accordance with the plans, specifications, orders, requests, and all other terms of the contract. Affiant also states that any refunds represented by this payment are due. (NOTE: Claimant signature only for payroll withholding refunds.										For Agency Use Only:			
										Date received			
										Agency Receipt Date Stamp			
Claimant					State of _____ County of _____								
					Subscribed and sworn before me								
Notary Public (or Clerk or Judge)					My Commission expires								

Tips for Completing the OSF-3 Form

Signatures are original blue ink

Amounts being claimed match the backup documents

Correct 2-digit item code has been used

Items are listed in ascending order based on code

Step 3 – Verify Everything is Complete

- Payroll Worksheet for each employee is fully completed and signed in blue ink by the employee and chairman
- Timesheet for each employee is fully completed (including leave record & description of daily activities) and signed in blue ink by the employee and chairman
 - Verify that all signed forms have all the needed original signatures
- Operating Expense items have the required backup information and annotations; bank statement is attached
- 941 proof of payment coincides with the payroll month being reimbursed
 - Payroll worksheet month and timesheet month should always match. 941 payment date should match the month or be no later than the 15th of the following month.

Step 3 – Verify Everything is Complete

- Each operating expense item listed on the OSF-3 form must have backup documentation provided
- Copy of the invoice or bill, that includes:
 - District Name as the customer
 - Vendor Name
 - Date of Purchase
 - Itemized listing of products/services purchased
 - Amount Due
 - Annotations including the 2-digit item code, “OK,” date paid, method of payment (check#, EFT, credit card, etc.), initials of employee
- *Receipts showing a cash payment without the above information are not eligible for reimbursement
- *If an item is being reimbursed to an individual, they must provide either an invoice billing the district or must complete a local reimbursement form

Step 3 – Verify Everything is Complete

- Bank statement showing cleared claimed operating expense items
- Bank Statement must include:
 - District Name as the account owner
 - Name of the bank/financial institution
 - Dates of transactions
 - Payee names or Check #s for transactions
 - Amounts of transactions
- Account activity statements/printouts from online banking platforms may also be used
 - Must include all the same information as the bank statement

Bank Statement Example



Redbud Conservation District
123 Port Silt Loam Street
Oklahoma, Oklahoma 54321



Member FDIC



Scan for Digital Banking and E-Docs
Customer Service

Statement of Account

CHECKING ACCOUNT
7/01/24 to 7/31/24 (31 Days)

Account Summary

NON-PROFIT ORGANIZATION
XXXXXXXX1111



Debits
\$31,576.90

Credits
\$29,823.53

Opening Balance	\$33,219.32
3 Deposits/Credits	\$29,823.53
16 Debits/Fees	\$31,576.90
Service Charge	\$0.00
Finance Charge	\$0.00
Interest Paid	\$0.00
Average Ledger	\$23,874.37
Average Collected	\$23,874.37
Closing Balance	\$31,465.95

Deposits & Other Credits

Date	Description	Amount
7/08	VENDOR PAYMENTS MISC REIMB COUNTY CONSERV	\$825.00
7/17	VENDOR PAYMENTS MISC REIMB COUNTY CONSERV	\$26,998.53
7/26	VENDOR PAYMENTS MISC REIMB COUNTY CONSERV	\$2,000.00

Electronic Checks and Other Debits

Date	Description	Amount
7/02	EMPL SEC COMM EMPL SEC COUNTY CONSERV	-\$128.00
7/02	OK TAX PMT OKI AHOMATAXPMTS 9STOFOKTXP 24/07/02 CO CONS DISTRI 021000022423070	-\$655.00
7/09	WINDSTREAM WSC ACH CONSERVATION	-\$129.90
7/31	USATAXPYMT IRS 3387702000 24/07/31 CONSERVATIO 061036010005699	-\$1,832.46

Checks

Date	Check Number	Amount	Date	Check Number	Amount
7/01	2834 June	\$126.80	7/19	2854 July	\$211.45
7/03	2845* June	\$25.00	7/15	2855 July	\$11.00
7/02	2850* June	\$19,200.00	7/26	2856 July	\$123.53
7/02	2851 June	\$825.00	7/22	2857 July	\$2,388.11
7/08	2852 July	\$2,388.12	7/30	2860* July	\$1,692.86
7/12	2853 July	\$139.83	7/31	2862* July	\$1,699.84

* Denotes check numbers out of sequence

NOTE

BANK STATEMENTS
MUST ONLY SHOW
OPERATING EXPENSE
ITEMS AS CLEARED.
SALARIES DO NOT
HAVE TO APPEAR ON
THE STATEMENT TO
BE REIMBURSED



District financial
information is public
record

This includes bank
statements



All district funds are public funds

Reminders

Concerns about Operating Expenses

My district can't wait for OE items to clear the bank each month.

Discussion Questions:

- How much does the district average on hand each month?
- Does the district have any CDs or other accounts that are not being leveraged for conservation?
- What does the district do to earn at least some local funds?

Possible Solutions:

- Budgeting/preplanning for expenses
- Move funds into checking to serve as a "floor"
- Explore ways to generate local funds

Concerns about Operating Expenses

My board meeting occurs BEFORE the bank statement arrives.

Discussion Question:

- How is your board approving financials each month if the bank accounts have not been reconciled?

Possible solutions, if there is a lag between the board meeting and the statement, consider:

- Moving your meeting date
- Inquire with your bank about a different cycle end date
- Sign up for online banking
- Assemble the reimbursement claim, have the board approve and sign off on it, then wait to mail the claim until the statement is received



Big Dreams

One day, we'll submit claims electronically.

Bank statement inclusion is one minor step towards streamlining claims – the backup documentation for payment is the same for EVERY operating expense

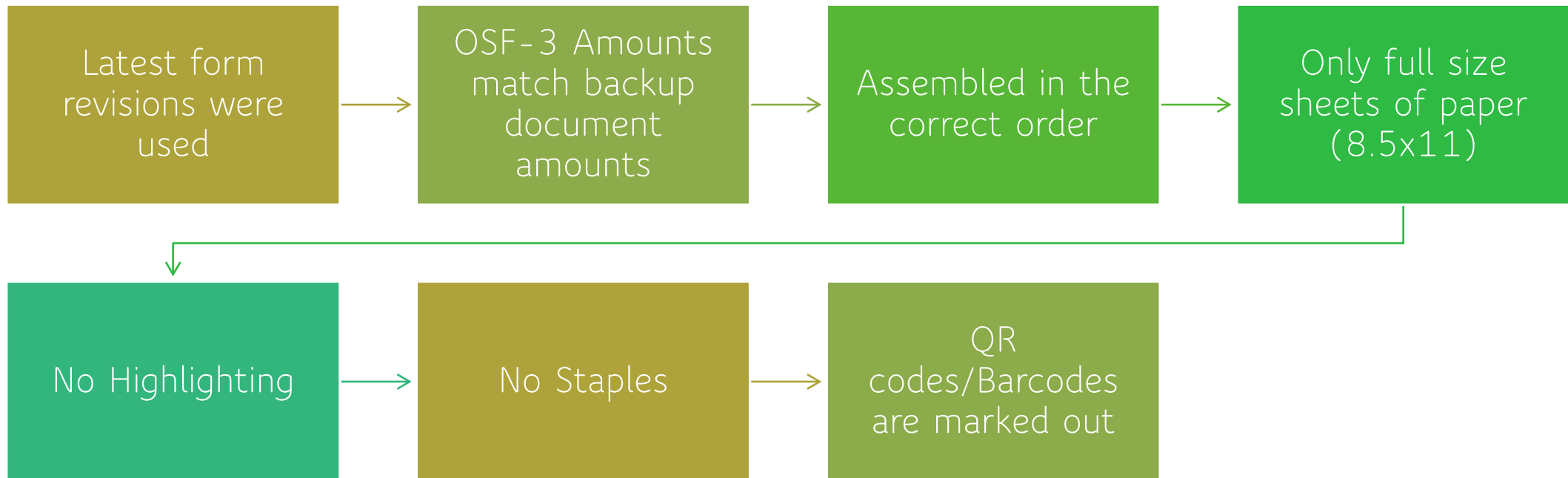
Step 4 – Assemble the Claim

1. OSF-3 Form
 2. Payroll worksheet with blue signatures
 3. Timesheet with blue signatures and all columns displayed correctly (no hashtags)
- Repeat items 2 and 3 for all employee salaries being claimed
 - Salary items should be listed in ascending order according to job code (i.e. 01, 08, 12) as listed on your allocation report

Step 4 – Assemble the Claim

4. A copy of the original operating expense invoice or bill with all required elements included
 - Repeat item 4 for all operating expense items being claimed
5. Bank statement showing proof of payment of claimed operating expense items
6. 941 proof of payment for payroll taxes for the month being reimbursed

Tips for Assembling the Claim



Step 5 – Final Verification & Send to OCC

- After the board has approved the claim, verify:
 - Claim is signed in blue ink by the chairman
 - Claim is notarized and the proper seal is affixed
 - All backup/supporting documents are included in order and complete, including all signatures
 - Claim is paperclipped together
- Make a copy of the claim for your office files BEFORE mailing

Don't include:

Pre-claims or
Pre-claim checks

State withholding
payment
confirmations or
reports

941 quarterly
reports

Copies of checks
for bills paid

OESC payment
confirmations or
reports*

Any other items
not directly
related to the
claim

*Exceptions to the OESC item would be only if you are claiming the item as an operating expense

We should only receive 1 reimbursement claim for salaries, longevity, and operating expenses from your district each month.

We attempt to correct salary items if possible. If we cannot or if the issue is recurring, the claim will be returned unpaid for correction.

Incorrectly completed operating expense items are struck from claims to not hold up salary reimbursement.

Keep In Mind

My Claim Wasn't Paid Correctly

If you would like us to research why a claim wasn't paid according to what your records show, please provide us with:

- Voucher/claim number
- Date of the claim
- Claim amount paid
- Copy of the OSF-3 you submitted
- If checking on operating expense balance, your allocation record showing what expenses you have recorded as claimed to date



My Claim Wasn't Paid

If you submit a claim that you do not receive payment for within 3 to 4 weeks, let us know ASAP.

- An unpaid claim usually means it's being held for some reason or it's been lost somewhere/somehow
- Will need to provide the copy that you kept for your records before mailing
- General turnaround for claims is usually a few days from our receiving it, but give us at least 2 weeks just in case



Questions
