

SWP REGIONAL FUNDS

Fiscal Year 2022-23 Fiscal Deadlines

20/21 Projects ending on 09/30/2022

Quarter	Reporting Period	Invoice Due Date	NOVA Fiscal Reports Due	Budget Modifications Due
1	7/1/2022 - 9/30/2022	10/31/2022	11/15/2022	10/31/2022

21/22 Projects ending on 12/31/2023

Quarter	Reporting Period	Invoice Due Date	NOVA Fiscal Reports Due	Budget Modifications Due
1	7/1/2022 - 9/30/2022	10/31/2022	N/A	10/31/2022
2	10/1/2022 - 12/31/2022	1/31/2023	2/15/2023	12/31/2022
3	1/1/2023 - 3/31/2023	4/30/2023	N/A	3/31/2023
4P*	4/1/2023 - 6/30/2023	6/30/2023	N/A	N/A
4A**	4/1/2023 - 6/30/2023	7/31/2023	11/15/2022	6/30/2023

*Quarter 4P represents estimated expenditures for 4/1/2023 - 6/30/2023 to be reported on the Quarter 4 Provisional invoice.

**Quarter 4A represents actual expenditures for 4/1/2023 - 6/30/2023 to be reported on the Quarter 4 Actuals invoice.

Invoice Reminders:

- Submit(upload) signed invoices along with annotated general ledgers, completed GL cover sheets and other backup documentation in your College's designated "Quarterly Invoice Submissions folder" located in the SWP Regional Microsoft (MS)Team.
- Back-up documentation must be submitted for all expenditures. Annotate the detailed general ledger reports to indicate which project the expenditures are for if it is not clear from the budget report itself.
- Purchase Orders, executed contracts and/or additional documentation may be requested in order to substantiate and justify reimbursement of reported expenditures.
- Project expenditures will only be reimbursed up to the approved project budget amounts.
- Invoices will be compared against fiscal reporting in NOVA. Any inconsistencies will result in non-payment of invoices until all expenditures are reconciled.
- If no expenditures occurred during the reporting period, submit an invoice with \$0.00.
- Invoices must be submitted on a quarterly basis even though the NOVA reporting is on a bi-annual schedule.

Questions???

Contact:
Denise Cordova-Vidrio, LARC Accountant
 dmvidrio@pasadena.edu

Alejandra L Landa-Flores, Fiscal Agent Representative
 alf@alejandralanda.com