

ARTS JOB SUPPORT REPORTING

WASHINGTON STATE ARTS COMMISSION



“The arts provide cultural and economic benefits and real jobs for real people. They are fundamental in putting Americans back to work.”

President Barack Obama

AGENDA

Art Job Support / ARRA economic stimulus funds have specific, and precise reporting requirements.

Every grant recipient must submit intermediate reports and a final report at the end of the contract period; these are contractual obligations. Today we'll be reviewing the following reports:

- ❖ ARRA Daily Timesheet (XLS)
- ❖ ARRA Personnel Report (DOC)
- ❖ ARRA Monthly Report (DOC)
- ❖ ARRA Quarterly Report (DOC)

All of the reports are currently posted to our website at www.arts.wa.gov/projects/art-jobs-reporting.shtml.

DAILY TIMESHEET

TIME SHEET	Dates:					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WKEND
8:00						
8:30						
9:00	3.5 hrs.					
9:30	Staff mtg.					
10:00						
10:30						
11:00						
11:30	Lunch					
NOON						
12:30	Emails to donors					
1:00						
1:30	1.5 hrs.					
2:00						
2:30	3 hrs.					
3:00	Production					
3:30	Staff mtg.					
4:00						
4:30						
5:00						

DAILY TIMESHEET

TIME SHEET	Dates:					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WKEND
8:00						
8:30						
9:00	3.5 hrs.					
9:30	Staff mtg.			Proofread program copy	Work on grant	Copy & mail grant
10:00			Misc.			
10:30		Board mtg.		1.5 hrs.		2 hrs.
11:00		1.5 hrs.	2.5 hrs.			
11:30	Lunch				4 hrs.	
NOON			Lunch			
12:30	Emails to donors		Work on grant	Meet w/ bookkeeper & treasurer		
1:00				2 hrs.		
1:30	1.5 hrs.		2.5 hrs.			
2:00						
2:30	3 hrs.					
3:00	Production					
3:30	Staff mtg.					
4:00						
4:30						
5:00						
		Rehearsal 'til 10:30 pm 4 hrs.	Rehearsal 'til 10:30pm 4 hrs.	Rehearsal 'til 10:30 pm 4 hrs.	Rehearsal 'til 10:30 pm 4 hrs.	

PERSONNEL REPORT

Art Jobs Support

PERSONNEL TIME AND EFFORT REPORT

Organization Name XYZ Organization

Employee Name John Doe Week Ending October 6, 2009

Employee works: Full Time x (i.e. 40 hrs./week) Part Time: hours per week

Activity

1. ARRA funds	<u> 35 </u> %	<u> 14 </u> # of hours
2. Other NEA funds	<u> </u> %	<u> </u> # of hours
3. Other dedicated funds	<u> 40 </u> %	<u> 16 </u> # of hours
4. Other funds	<u> </u> %	<u> </u> # of hours
Fundraising:	<u> 25 </u> %	<u> 10 </u> # of hours

Leave:

Sick	<u> </u> %	<u> </u> #
of hours		
Vacation	<u> </u> %	<u> </u> #
of hours		
Other	<u> </u> %	<u> </u> #
of hours		

B. TOTAL 100%

Employee's Signature _____

Supervisor's Signature _____

MONTHLY CALCULATIONS

John Doe October, 2009

Salary/Benefits \$2,500mon

ARRA SALARY/BENEFITS

Week One	Hours	6	Percent	15%	\$ 86.53
Week Two	Hours	14	Percent	35%	\$201.53
Week Three	Hours	20	Percent	50%	\$288.46
Week Four	Hours	8	Percent	20%	\$115.38
Week Five	Hours	12	Percent	30%	\$173.07

Calculations:

$$\$2500 \times 12 \text{ months} = \$30,000/\text{yr}$$

$$\$30,000 \div 52 \text{ weeks} = \$576.92/\text{week}$$

$$\text{Week One: } 15\% \times \$576.92 = \$ 86.53$$

$$\text{Week Two: } 35\% \times \$576.92 = \$201.92$$

$$\text{Week Three: } 50\% \times \$576.92 = \$288.46$$

$$\text{Week Four: } 20\% \times \$576.92 = \$115.38$$

$$\text{Week Five: } 30\% \times \$576.92 = \underline{\$173.07}$$

TOTAL ARRA REQUEST FOR OCTOBER = \$865.36

MONTHLY TIME REPORT

ARRA ART JOBS SUPPORT MONTHLY TIME REPORT

Report for the month of ___October_____ Year___2009_____
Organization Name___XYZ Organization_____

Employee Name	\$ Requested ARRA reimbursement based on weekly Time Reports [if alternate basis provide explanation here]
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John Doe	\$856.36
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Susie Smith	\$600.43
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George Howard	\$312.72
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Total ARRA reimbursement requested	\$___1,778.51_____
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Signature _____ Title _____

Date _____

CALCULATING FTE'S

John Doe worked full time during October, 2009

There were 22 days in October $8 \times 22 = 176$ hours

Of those hours, 60 hours were ARRA supported.

Cumulative Recovery Act Funded Hours Worked
Cumulative Hours in a Full-time Schedule =FTE

SO:

$$60 \div 176 = .34 \text{ FTE}$$

THE SAME FORMULA APPLIES TO THE QUARTER

John Doe		
	October ARRA hours:	60
	November ARRA hours:	73
	December ARRA hours:	<u>41</u>
	TOTAL QUARTER ARRA HOURS	174
Susie Smith		
	TOTAL QUARTER ARRA HOURS	85
George Howard		
	TOTAL QUARTER ARRA HOURS	37
Julie Child		
	TOTAL QUARTER HOURS	18
	TOTAL QUARTER HOURS	314

QUARTERLY CONTINUED...

Cumulative Recovery Act Funded Hours Worked

Cumulative Hours in a Full-time Schedule

=FTE

SO:

$$314 \div 520 = .60$$

FTE Chart

Period	4 th qtr	1 st qtr	2 nd qtr	3 rd qtr
Full Time Schedule - hours	520	1040	1560	2080
Full Time Employee John Doe	174			
Full Time Employee 2	85			
Part Time Employee (how much?)	37			
Temporary Employee (how many hrs?)	18			
Total Hours Worked	314			
Quarterly FTE	.60			

AND THE SAME APPLIES EVERY SUBSEQUENT QUARTER

The numbers are CUMULATIVE! Assuming each person worked *exactly the same number of hours* in the second quarter the numbers would be:

FTE Chart

Period	4 th qtr	1 st qtr	2 nd qtr	3 rd qtr
Full Time Schedule - hours	520	1040	1560	2080
Full Time Employee John Doe	174	348		
Full Time Employee 2	85	170		
Part Time Employee (how much?)	37	74		
Temporary Employee (how many hrs?)	<u>18</u>	<u>36</u>		
Total Hours Worked	314	628		
Quarterly FTE	.60	.60		

ART JOBS SUPPORT REPORTING

NOTES:

1. On the Quarterly Report **only report on hours for which you have submitted a monthly report**. Submitting a monthly report equals submitting an invoice. The ARRA rules are to only report on ARRA funds that have been received and/or invoiced.
2. **Overtime hours don't count**. Full-time equals 40 hours a week and/or 8 hours per day. If there are overtime hours, you can put them on the Personal Time and Effort report, but DON'T use them in calculating FTE's.
3. **Estimate per-service hours**. If you are paying on a per-service basis use an estimate of the actual hours worked.
4. All reports may be submitted by email to the address below, but actual paper copies with original signatures must follow in the mail.

QUESTIONS?

Contact:

Arts Jobs Support
Washington State Arts Commission
PO Box 42675
Olympia, WA 98504-2675

360-753-3680
info@arts.wa.gov

American Recovery and Reinvestment Act of 2009 funds from the National Endowment for the Arts are to “preserve jobs in the non-profit arts sector threatened by declines in philanthropic and other support during the current economic downturn.”

