



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT  
Intergovernmental Policy and Planning Division

## MUNICIPAL CRF PROGRAM FINAL REPORTING PERIOD Q & A DOCUMENT 02.07.2022

### Portal Updates:

- 1.24.2022 Added "hazard" to payroll types of payment
- 1.29.2022 Reports added for download

CRF Audit Details	
Submission Status	Not Submitted
Submission Date	N/A
Town Audit Payperiods Report	<a href="#">Download</a>
Town Audit Invoices Report	<a href="#">Download</a>
CRF Municipal Balances For Audit Period	

### Payroll - Benefit reflection in reporting

**Q.** US Treasury has allowed the entire payroll cost for Public Health and Public Safety personnel. How do you want them to reflect the benefits that are not part of their paycheck (i.e.: FICA, MERS)?

**A.** The employer match should be treated as an invoice. Create an invoice line-item detail for the amount (i.e.: ADP, SSA as vendor) Include the payroll reconciliation sheet with transaction detail.

### Payroll - Disbursement Amount

**Q.** It says put 'gross pay' and then put 'disbursement amount'. Is 'disbursement amount' the amount of paycheck charged to CRF (only different than gross pay in cases when not the entire paycheck might be charged to CRF)?

**A.** Disbursement amount is what is CRF eligible portion

### Payroll - W9 Question

**Q.** Does anyone understand why we have to include whether or not we have an updated W-9 (within in 2 years) from vendors when entering on the CRF website?

**A.** This is a compliance question, similar to the certification page inquiring on which policies are in place.

**Q.** Why is the state asking the W-9 question when we submit the covid invoices?

**A.** This provides verification that internal records are up to date, as well as the written policy questions. You are not submitting invoices to OPM. You are only submitting a transactional detail from your municipalities financial system (i.e.: MUNIS check register).

### **Invoice Reporting Dates**

**Q.** For the section, “Actual Date Goods and/or Services Received” what date do you submit for an annual service or monthly service arrangement?

**A.** As long as this is not a “budgeted” service which is not an allowable expense, you can utilize the last day of the agreement making sure it fits within the allowable time frame. Just be consistent throughout.

**Q.** What date for actual date goods or services received do you submit, if the vendor’s invoice does not specify an exact date?

**A.** If you do not have a receipt date / packing slip stamped with date, you just need to be consistent in your reporting as to the date used (i.e.: same as invoice).

### **Individual Approving Payment**

**Q.** For the “Individual Approving Payment” on invoices, does this mean a department’s supervisor or designee who is verifying that goods or services have been provided, or the Treasurer who approves all items for payment, or the Comptroller (me) as the person saying that the item is eligible for reimbursement under the CRF guidelines?

**A.** This is a compliance question that goes along with your Invoice Approval Authority Policy.

**Q.** For the “Individual Approving Payment” on payroll, does this mean the Treasurer who approves all items for payment, or the Comptroller (me) as the person saying that the item is eligible for reimbursement under the CRF guidelines? Since our payroll includes individuals from over a dozen departments, it mustn’t be the supervisor or department head, right?

**A.** This is a compliance question that goes along with your Payroll Approval and Processing Policy.

### **Certification - Written Policy**

**Q.** For the Town Submission and Certification Page, does the question “Does the Municipality have a written policy” mean:

- Does the Municipality have a policy that was formally adopted by its legislative body?
- Does the Municipality have a process that is documented for employees to refer to?

**A.** The question simply asks if you have a written policy for the particular subject matters. Approval of such policies depends on any town ordinance, charter or other regulations which is not being asked.

### **1.31.22**

#### **Payroll - Category Split**

**Q.** In regard to payroll and the question relative to type of pay (base, comp, overtime) - if an employees pay includes both base and overtime, what should we select?

**A.** If you are claiming base pay and overtime in the same pay period, enter that employee twice - one for each category (base and overtime) with the proper amounts.

### **2.7.22**

#### **Changes in Final Reporting from Interim Reporting:**

**Q.** Are we permitted to change our interim reporting amounts in our final reporting detail?

**A.** We do allow for minor changes from the category totals in your interim reporting but note that substantial changes will be scrutinized more.