



Retrieval Name
 Hurricane Katrina Invoice Stamp
 Protocol.doc
Page 1 of 1
Issue/Rev Date: September 26, 2005
Originator:
 Financial Services Division
Supercedes: _____

Health Care Services Division
Finance Policies and Procedures

Disaster Recovery Procedures

AUTHORITY				
Federal	State Statutes	La. Admin Code	LSU	HCSD
CITATION:		Division of Administration – Commissioner’s Office		
PROCEDURE NAME:		Protocol to mark designated Hurricane Katrina invoices with stamp “Related to Hurricane Katrina”		
PURPOSE:		To comply with the Policy Memorandum issued by Jerry Luke LeBlanc, Commissioner of Administration, dated September 6, 2005.		

RESPONSIBLE PERSON	ACTION STEPS
Hospital CFO and/or designated finance staff	Assign staff to prominently mark all Hurricane Katrina related invoices with the stamp provided by HCSD-HQ for the above stated purpose
	Stamp indicates as follows: Related to Hurricane Katrina
	Keep separate and distinct file copies of all Katrina related invoices, purchase orders, receiving reports and other supporting documentation necessary to stand the test of audit and administrative review by HCSD administration, as well as State and Federal regulatory agencies.



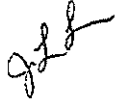
Kathleen Babineaux Blanco
GOVERNOR

State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

Jerry Luke LeBlanc
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: Fiscal Officers
All ISIS Agencies

FROM: Jerry Luke LeBlanc 
Commissioner of Administration

DATE: September 6, 2005

SUBJECT: Coding of Expenditures and Tracking Lost Revenues Related To
Hurricane Katrina

It is critically important that all agencies accurately capture and maintain all records and documentation related to Hurricane Katrina expenditures in order for the State of Louisiana to successfully request and receive full reimbursement from the Federal Emergency Management Agency (FEMA).

Agencies should not, at this time, be concerned with what may or may not qualify for reimbursement; rather, any and all costs related to hurricane preparations or disaster relief and recovery efforts should be reported to the "KATR" activity code. Full and complete documentation and justification of all expenditures will be critical to securing federal dollars. In addition to the impact on expenditure budgets, there will also be revenue impacts related to Katrina – decreases to self-generated revenues, lost revenue streams, "savings" due to office closures, etc.

Expenditures: A new 'Activity Code' has been established in ISIS to track expenditures related to Hurricane Katrina. **If your agency incurs any expenditures related to Hurricane Katrina, you must enter KATR in the ACTV field of any AGPS or CFMS document or the payment document (PV, PVQ, P1, MW, reclassification of P3 etc.).** If you have already incurred expenditures related to Hurricane Katrina which are not coded to this Activity code, please prepare a journal voucher to include this activity code so that cost can be captured in an Activity Report for all state agencies. This procedure is being implemented to track all Hurricane Katrina related expenditures for the state to be used in future decisions. Invoices for these expenditures should be clearly marked 'Related to Hurricane Katrina' and, if necessary, should have a brief explanation of why it was necessary to incur the

expenditure. It is imperative that these expenditures be properly documented so we can provide substantiations during audit.

For purposes of internal tracking and reporting, agencies may wish to utilize other AFS fields (e.g. reporting category, sub-objects, etc.) to capture Katrina-related expenditures, but such tracking must be in addition to use of the statewide "KATR" activity code. **Agencies who do NOT utilize AFS must develop their own mechanism to capture Katrina-related expenditures and report this information, upon request, to the Division of Administration (DOA).**

Lost Revenues: If your agency has incurred a loss of revenues as a result of Hurricane Katrina, you must begin tracking this loss. Estimating will be acceptable and can be accomplished by using last two years average revenue received during the same period (week/month) last year versus this year. This comparison should be made on a spreadsheet with a line for each type (source) of revenue. It should begin with the last period that had 'normal' revenues and then continue with subsequent periods.

Payroll

- **Activity Code:** For ISIS HR Paid Agencies, the newly created activity code "KATR" must be utilized if the employee's overtime work is related to activity associated with Hurricane Katrina. All overtime related to Hurricane Katrina is to be PAID overtime rather than earning compensatory leave hours. Therefore ISIS HR paid agencies, should use the appropriate coding. (i.e. for evaluated codes use "Z002" instead of "Z001" or "Z003"). If the employee works overtime due to the effects of Katrina, timekeepers **MUST** code these hours to activity "KATR." Refer to ISIS HR Help for assistance in entering this data.
- **Office Closure: Costs incurred** for employees that are being compensated during office closures due to Hurricane Katrina **must be identified**. For ISIS HR Paid agencies, Special Leave Office Closure code "LSOC" must be entered in order to track these payments. The Division of Administration will execute reports to determine this cost. Agencies are NOT to enter the activity code "KATR" on these LSOC entries.
- Agencies are NOT to enter the activity code "KATR" on any regular hours worked or leave hours taken.
- **Non paid agencies** must develop a mechanism for tracking this information and reporting to the Division of Administration upon request.

Department and agency heads should be sure to disseminate this and all future communications from the Division of Administration to all business and administrative functional units (i.e. human resources, payroll, budget, accounting, etc.) within their agencies.

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September 6, 2005
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Please contact the OSRAP Help Desk at (225) 342-1097 if you have any questions in regard to Expenditures and Lost Revenues; contact OSUP at (225) 342-0713 for questions about payroll; contact ISIS HR Help Desk for entry into ISIS HR System at (225) 342-2677; contact OPB at (225) 342-7005 if you have any budget questions.