



Retrieval Name
 Hurricane Rita 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	HCS D
CITATION:		Division of Administration – Commissioner’s Office		
PROCEDURE NAME:		Protocol to mark designated Hurricane Rita invoices with stamp “Related to Hurricane Rita”		
PURPOSE:		To comply with the Policy Memorandum issued by Jerry Luke LeBlanc, Commissioner of Administration, dated September 23, 2005.		

RESPONSIBLE PERSON	ACTION STEPS
Hospital CFO and/or designated finance staff	Assign staff to prominently mark all Hurricane Rita related invoices with the stamp provided by HCSD-HQ for the above stated purpose
	Stamp indicates as follows: Related to Hurricane Rita
	Keep separate and distinct file copies of all Rita 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
HR Directors
All ISIS Agencies

FROM: Jerry Luke LeBlanc
Commissioner of Administration

DATE: September 23, 2005

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

It is critically important that all agencies accurately capture and maintain all records and documentation related to Hurricane Rita 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 "RITA" 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 Rita – 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 Rita. **If your agency incurs any expenditures related to Hurricane Rita, you must enter RITA 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 Rita that are not coded to this Activity code, please prepare a journal voucher to include this activity code so that costs can be captured in an Activity Report for all state agencies. This procedure is being implemented to track all Hurricane Rita related expenditures for the state to be used in future decisions. Invoices for these expenditures should be clearly marked 'Related to Hurricane Rita' 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 Rita-related expenditures, but such tracking must be in addition to use of the statewide "RITA" activity code. **Agencies who do NOT utilize AFS must develop their own mechanism to capture Rita-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 Rita, 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 "RITA" must be utilized if employee overtime work related to activity associated with Hurricane Rita is paid. ISIS HR paid agencies should use the appropriate coding for paid overtime (i.e. for evaluated codes use "Z002" instead of "Z001" or "Z003"). If the employee works paid overtime due to the effects of Rita, timekeepers MUST code these hours to activity "RITA." Refer to ISIS HR Help for assistance in entering this data. The Federal Emergency Management Agency (FEMA) has advised that they will not reimburse the cost of overtime related to a hurricane if a pre-disaster policy does not pay employees for overtime.
- **Office Closure: Costs incurred** for employees that are being compensated during office closures due to Hurricane Rita **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 "RITA" on these LSOC entries.
- Agencies are NOT to enter the activity code "RITA" on any regular hours worked, leave hours taken, or compensatory leave learned for overtime.
- **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.

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.