

FY 2024 HHS Accelerator Financials Fiscal Manual: Summary of Changes

Updated as of 07.13.23

1. *BRICC Budget Review, Insurance Compliance and Contracting Systems (BRICCS) unit name update (Page 6)*
2. *Automobile Liability Insurance (Page 11)*
3. *Office of Neighborhood Safety ONS: Out of Town Travel policy (Page 16)*
4. *Client Supplies & Activities-Office of Neighborhood Safety ONS (Page 17)*
Food for participants is an allowable expense, however food for staff is not permissible unless related to an activity where food is served as part of an event.
5. *Prepared Meals (Page 20)*
6. *Equipment Tab-Office of Neighborhood Safety ONS- (Page 21)*
Equipment Vehicle Approval form is required prior to purchase. Form must be submitted to: Program Operations. Form is available on the DYCD website, Budget Review & Risk Management page.
7. *For any Subcontractor of more than \$20,000*: (Page 24)*
The Provider shall upload and attach the Subcontract Agreement with a copy of the letter of confirmation from the Procurement Unit to the fiscal year budget.
8. *Vendor Invoices (Page 34)*
All invoices must be maintained and made available for review, in accordance with Generally Accepted Accounting Principles and the record-keeping requirements of the contract. This includes online purchases such as Amazon, etc. In the event that an allowable purchase is made by a staff member, itemized receipts and proof of payment are required for staff reimbursement.