Instructions for Form TCEQ-20397 Supplemental Environmental Project Quarterly Report

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This document provides instruction for completing Form TCEQ-20397 Supplemental Environmental Projects Quarterly Report Form

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Before You Begin

Please read this instruction sheet all the way through to the end to be sure you understand how the worksheets function and what information you will need to enter.

Who must complete the form?

Any organization that has entered into an Agreement with TCEQ to receive Supplemental Environmental Project ("SEP") Funds where the Agreement has not been terminated by TCEQ, whether or not the organization has received a SEP contribution from a respondent in a TCEQ-related enforcement action.

Purpose

The Quarterly Report (QR) is a valuable tool and must be submitted by all SEP fund recipients, whether contributions have been received or not. Failure to do so may result in not being eligible for future funding. It is used by TCEQ staff to:

- Help identify whether SEP payments have been made by Respondents (contributors) to Third Party Administrators (fund recipients);
- Help ensure that SEP funds are spent on items that are allowable under the SEP program;
- Help staff prevent over funding of some SEPs, and prevent under funding of others;
- Help determine whether funds are being spent timely (within one year of the receipt of the funds);
- To separate, report, and verify the receipt and expenditures of SEP funds from other grant funds; and
- To clearly state project budgets and performance.

Where Do I Find the SEP Quarterly Report Form?

The form is on the SEP website at http://www.tceq.texas.gov/legal/sep/forms.html

A Little About the Quarterly Report Format

1. **How Does It Work?**

Basic information about the form: the Quarterly Report Form is in a Microsoft Excel workbook. You must have Excel in order to complete the report. The workbook contains 9 spreadsheets (also called worksheets) that display information in columns and rows. Just as they sound, columns are aligned vertically and the column names are displayed horizontally across the top of the document~~)~~ and rows are aligned horizontally and are named down the page from top to bottom along the far left side of the document. Column ranges are named with a letter, beginning with A, then B, then C, and so on. Rows are numbered sequentially 1, 2, 3, etc. The resulting intersection of a column and row is called a "cell." The first cell in an Excel worksheet is at the top left corner and is named cell A1. If you move your cursor one space to the right from cell A1 you will be in cell B1. If you move your cursor one space down from A1 you will be in cell A2. This naming system allows the users to know where they are in the worksheet at all times. It is important to understand this in order to follow the instructions below.

2. **What's in the Report Form?**

As stated above, when you open the workbook you will see nine tabs along the bottom of the document on the screen. Each tab is a worksheet where you will enter information about your individual SEP. The worksheets are named as follows.

1. Certification and Banking
2. Financial Summary (***informational only***)
3. Q1 Expense Accounting
4. Q2 Expense Accounting
5. Q3 Expense Accounting
6. Q4 Expense Accounting
7. Activity Report
8. Quarterly Vehicle Activities
9. CY Vehicle Totals (***informational only***)

The nine worksheets work together and help link the financial information between the quarters on a calendar year basis. The worksheets contain embedded formulas in certain cells that link information where needed and will calculate your financial data. These cells have been write-protected to prevent them from working improperly.

3. **When Are the Reports Due?**

Reports are due 45 days after the performance quarter. The schedule is on a calendar year basis from January to December. For each project that is eligible to receive funding you will only use one workbook in a calendar year. **Each year, you will need to complete a new workbook and include updated bank information.**

The ***report*** due dates are

1. Quarter 1 – May 15
2. Quarter 2 – August 15
3. Quarter 3 – November 15
4. Quarter 4 – February 15

A Little About the Quarterly Report Format (continued)

The ***performance quarters*** are

1. Quarter 1 - January 1 through March 31
2. Quarter 2 – April 1 through June 30
3. Quarter 3 – July 1 through September 30
4. Quarter 4 – October 1 through December 31

Before you start, please note that no matter which month of the year you begin to enter information for your project, it is necessary to fill out information for the *entire* performance year. This is because the worksheets are linked together and begin looking for information beginning on January 1. If information is not entered for the complete year beginning on January 1 the worksheet will not display the correct information. Help message reminders have been inserted throughout the worksheets to guide you as to when and where information should be entered.

WORKSHEET 1 INSTRUCTIONS - Certification and Banking

1. Third Party Administrator and Project Information

This tab contains a worksheet titled ***Certification Page and Bank Information***. Your organization name, the project name, agreement number if applicable, and a starting budget will be filled out for you by TCEQ before you begin. If your worksheet does not already contain this information or if there appears to be a discrepancy please contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

Figure 1 Third Party Administrator and Project Information

1	Third Party Administrator and Project Information					
	Third Party Administrator:	John Q Administrator's Project			Contact:	
	Project:	Sample SEP			Mailing Address:	
	Agreement Number:	15	Budget:	$ 25,000.00	City/State/Zip:	
	Region/affiliation if applicable:				Telephone:	
	County, if applicable:				Email:	

What you do: In the far left side of each yellow-highlighted area start typing the contact information of the person in your organization for questions about the quarterly report. If you experience difficulty with the form or have questions please contact TCEQ at (512) 239-2223 or at olsadmin@tceq.texas.gov.

2. Section 2. Certification and Banking Section

2. A Bank Information

The Banking and Certification Section is where you enter the SEP bank account information. Refer to Figure 2 Banking and Certification Section 2.A Bank Information below.

Figure 2 Banking and Certification Section 2.A Bank Information

Banking and Certification Section	
2.A Bank Information	
Enter bank name:	
Bank address:	
City, State, Zip Code	
Last 4 digits of account #:	

What you need: You need your bank statement for the SEP bank account for the period January 1 to March 31 of the year being reported.

What you do: Step 1. Enter the bank name, address, and last four digits of the bank account number as requested in the areas highlighted in yellow as shown in the example in Figure 2 above. Step 2. Enter the name of the person certifying the report as shown in the example in Figure 2 above.

2. B Starting Bank Balance and Interest Earned

Refer to your bank statement for this section. You will enter the January 1 balance and interest earned for the quarter. Refer to Figure 3 and instructions below.

F28

Figure 3 Starting Bank Balance and Interest Earned

What you need: You need your bank statement for the SEP bank account for the period January 1 to March 31 of the year being reported.

What you do: Step 1. In cell F28 enter the bank balance shown on your bank statement as of January 1 of the performance year. Step 2. Add the interest accrued on the account for January, February, and March and enter the total of the 3 months in the appropriate box as shown in the example in Figure 3 above. Insert an electronic signature for the appropriate quarter as shown in the example Figure 3 above.

WORKSHEET 2 INSTRUCTIONS – Financial Summary and Budget Balance

1. Third Party Administrator and Project Information

The administrator and project name, budget and agreement number if applicable will be filled out for you by TCEQ. If your worksheet does not already contain this information or if there appears to be a discrepancy please contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

What you do: Nothing! This page displays the information that has been entered for the project. If the administrator and budget information are not displayed in this worksheet contact TCEQ as noted above.

2. Annual Budget Balances

The calendar year, allowable budget for ***this project***, and amount this project may still receive through the SEP program for this calendar year will be shown in the Annual Budget Balances table of your report as displayed in the example in Figure 4 below.

What you do: Nothing! This information is automatically entered in this page for you when you enter financial information in other areas of the workbook. If you have entered financial information in other areas of the workbook and the information is not displaying in the worksheet or if there appears to be a discrepancy please contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

3. Money In / Money Out and Bank Balance Trend Charts

The Money In/Money Out chart will provide a visual display of the calendar year contributions received, expenses paid, refunds you paid back to TCEQ, and interest earned for each quarter as shown in the example chart displayed in Figure 4 below.

The Bank Balance Trend chart will provide a visual display of the ending balance of the SEP bank account for your project at the end of each performance quarter as shown in the chart in the example in Figure 4 below.

What you do: Nothing! The data for both charts will be automatically entered for you when you enter financial information in other areas of the workbook. If you have entered financial information in other areas of the workbook and the information is not displaying in the worksheet or if there appears to be a discrepancy please contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

4. Summary Data from Quarterly Expense Accounting Worksheets Table

The Summary Data table displays information on the following calendar year financial reporting items: earned interest, dollars; contributions; expenses; refunds; and ending bank balance on a quarterly basis.

What you do: Nothing! The data for both charts will be automatically entered for you when you enter financial information in other areas of the workbook. If you have entered financial information in other areas of the workbook and the information is not displaying in the worksheet or if there appears to be a discrepancy please contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

Figure 4 Financial Summary Page of SEP Quarterly Report Workbook (Example)

WORKSHEET 3 INSTRUCTIONS – Q1 Expense Accounting

1. Project and Administrator Information

The project information at the top of the page will already be completed for you. The Q1 Expense Accounting worksheet has a dark blue header at the top of the page as shown in Figure 5.

What you do: Nothing in this section. If the administrator and budget information are not displayed in this worksheet, contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

Figure 5 Project and Administrator Information - Q1 Expense Accounting Worksheet

Performance Calendar Year:	2011	Jan-Mar	Quarter 1	Expense Accounting Sheet
Quarter 1 Contribution and Expense Accounting Sheet (report due May 15)				
Administrator:	**John Q Administrator**			
Project:	**Sample SEP**			
Agreement No.	**2011-15**	Budget:	**$ 25,000.00**	
Quarterly reports are required even if money is not yet received. Failure to report may result in termination of your Agreement and return of SEP funds to TCEQ.				

2. Carryover Balance Billing and Payments

This is a special section that is only included in the Q1 Expense Accounting Worksheet. It allows expenses to be deducted from contributions received prior to the beginning of the calendar year (called the "carryover balance"). Beginning in Calendar Year 2011, SEP expenses must be directly tied to a specific contribution. In order to do that for monies

WORKSHEET 3 INSTRUCTIONS – Q1 Expense Accounting (Continued)

received prior to the calendar year being reported, you will itemize in the Carryover section as shown below in Figure 6.

Figure 6 Carryover Balance Billing and Payments - Q1 Expense Accounting Worksheet

Jan 1 bank balance (enter this amount in Certification and Banking worksheet cell F28)		Carryover from previous calendar year:	$ 715.00	(The carryover will be your SEP bank account balance on January 1.)		Balance after expenses H:12-H:32 in cells below		$ 690.00		You must associate each payment with a TCEQ Docket number.
Billing and Payments Assigned to carryover - enter docket number at far right										List Docket numbers related to carryover funds below. After the carryover is spent go to new contribution area.
Payee Name	Invoice No	Invoice Date	Invoice Amount	Description of Item	Paid Da	Check N	Amt Expended	Invoice Balance		
Sample Payee	12345	12/31/10	$ 25.00	SAMPLE PAYMENT	01/10/11	1456	$ 25.00	$0.00		2009-0131-MLM-E
								$0.00		

What you need: You need the SEP Attachment A and Agreed Order related to any contribution received prior to January 1 where there is an unspent SEP amount remaining, and copies of invoices, receipts, and checks for payment of SEP expenses made toward this remaining SEP balance between January 1 and March 31 of the performance period.

What you do: Step 1. Refer to invoices and payment receipts that are within the performance quarter. For example, for the Q1 Expense Accounting worksheet you will enter information for invoices paid between January 1 and March 31. (Invoices may be for October of the previous year through March 31 of the current year, as long as the invoice is paid during the performance period of January 1 through March 31). Enter the information requested. NOTE: a Paid Date is required for each expense. If the Paid Date is not entered, the worksheet will not be able to assign the expense for the correct quarter and you will not receive credit for the expense. Step 2. Enter the docket number in the far right column in the same row as the expense. Once you have accounted for expenditures equal to the total amount of money received for that docket number, begin accounting for next docket number. If you have difficulty entering the January 1 balance as instructed, or if you need more rows to enter expenses for this section please contact TCEQ at (512) 239-2223.

3. New Contributions Received in Quarter 1

This section is where you will enter new contributions received in the first quarter of the performance year, report expenses made during the calendar year associated with the contributions received in the first quarter, and report refunds made to TCEQ during the first quarter.

What you need: You need the SEP Attachment A and Agreed Order related to any contribution received between January 1 and March 31, and copies of invoices, receipts, and checks for payment of SEP expenses made toward this remaining SEP balance between January 1 and March 31 of the performance period.

What you do:

Step 1. Enter Contribution Information. Refer to the SEP Attachment A of the Agreed Order related to any contribution received between January 1 and March 31. Enter the Respondent Name in cell A42. Enter the docket number in cell B42. The Agreed Order date is a date stamp on the first page of the Agreed Order. Enter the Agreed Order date in cell C42. Enter the date you received the SEP contribution in cell D42. Tab or mouse over to cell J42 (far

WORKSHEET 3 INSTRUCTIONS – Q1 Expense Accounting (Continued)

right) and enter the contribution amount. The contribution amount you received should match the contribution amount in the SEP Attachment A of the Agreed Order.

Step 2. Enter payment and invoice information similar to how it was entered in the Carryover Balance section above. NOTE: a Paid Date is required for each expense. If the Paid Date is not entered the worksheet will not be able to assign the expense for the correct quarter and you will not receive credit for the expense.

Step 3. If you returned any SEP funds to TCEQ during the performance quarter, enter the refund information beginning in cell A53 and working to the right across the worksheet. NOTE: a refund check date must be entered in this row. If the refund check date is not entered the worksheet will not know which quarter to assign the refund and you will not receive credit for the refund in the report.

Figure 7 New Contributions - Q1 Expense Accounting Worksheet

Internal no. assigned to this contribution		0	1						
NEW CONTRIBUTIONS Enter information from each contribution in the space provided below.									
Respondent Name	Docket No.	Agreed Order Agenda Date	Date Money Recvd	Expenditure Due Date	Ext request? Y/N	New due date		Balance of contribution for this docket	Contribution Amount
								$1,800.00	$1,800.00
Billing and Payments Assigned to this Docket									
Payee Name	Invoice No.	Invoice Date	Invoice Amount	Description of Item	Paid Date	Check No.	Amt Expended	Invoice Balance	
								$0.00	
								$0.00	
								$0.00	
								$0.00	
								$0.00	
							$ -	$0.00	
Refund information below			$ -				$ -	$ -	
Source of money (name of Respondent)	Docket	Order Date	Date $ recvd	Notes	Contribution Amt	Refund Check amt.	Refund Check Date	Refund Check No.	
Additional Notes:									

For each contribution in this and the following quarters you will perform Steps 1-3. If you experience any difficulty with entering data or if you need more rows for expenses or for contributions please contact TCEQ at (512) 239-2223 or olsadmin@tceq.texas.gov.

WORKSHEET 4 INSTRUCTIONS – Q2 Expense Accounting

1. Project and Administrator Information

The project information at the top of this worksheet will already be completed for you. The Q2 Expense Accounting worksheet has a bright green header at the top of the page as shown in Figure 8.

What you do: Nothing in this section. If the administrator and budget information are not displayed in this worksheet, contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

Figure 8 Project Information-Q2 Expense Accounting Worksheet

Performance Calendar Year:	0 Apr-Jun Quarter 2		Expense Accounting Sheet
Quarter 2 Contribution and Expense Accounting Sheet (report due Aug 15)			
Administrator:	John Q. Administrator		
Project:	Sample SEP		
Agreement No.	2011-15	Budget:	$ 25,000.00
Quarterly reports are required even if money is not yet received. Failure to report may result in termination of your Agreement and return of SE			

WORKSHEET 4 INSTRUCTIONS – Q2 Expense Accounting (continued)

2. Contributions and Expenses – Q2 Expense Accounting

Enter new contributions received in the second quarter of the performance year in this section, report expenses made during the calendar year associated with the contributions received in the second quarter, and report refunds made to TCEQ during the second quarter. As you enter dates into the worksheet, you will see helpful messages appear that guide you regarding the date range to be entered. An example of what this section of the worksheet should look like is displayed in Figure 9 below.

If the administrator and budget information are not displayed in this section of the worksheet, contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

Figure 9 Contributions and Expenses - Q2 Expense Accounting Worksheet

Enter information from each contribution in the space provided below.									
Respondent Name	**Docket No.**	**Agreed Order Agenda Date**	**Date Money Recvd**	**Expenditure Due Date**	**Ext request? Y/N**	**New due date**		**Balance of contribution for this docket**	**Contribution Amount**
Joe Smith Business Services	2010-0001-MLM-E	01/22/11	04/02/11	April 1, 2012				$5,857.00	$7,512.00
Billing and Payments Assigned to this Docket									
Payee Name	**Invoice No.**	**Invoice Date**	**Invoice Amount**	**Description of Item**	**Paid Date**	**Check No.**	**Amt Expend**	**Invoice Balance**	
Payee #3	333333	03/01/11	$ 1,655.00	SEP services (specify)	04/18/11	1458	$ 1,655.00	$0.00	
								$0.00	
								$0.00	
								$0.00	
								$0.00	
								$0.00	
Refund from this Docket			$ 1,655.00				$ 1,655.00	$ -	
Source of money (name of respon	**Docket**	**Order Date**	**Date Money Recvd**	**Notes**	**Contribution Amt**	**Refund Check amt.**	**Refund Check Date**	**Refund Check No.**	
Additional Notes:									

What you need: You need the SEP Attachment A of the Agreed Order related to any contribution received between April 1and June 30, and copies of invoices, receipts, and checks for payment of SEP expenses made during this quarter.

What you do: Step 1. Enter Contribution Information. Refer to the SEP Attachment A of the Agreed Order related to any contribution received between April 1 and June 30. Enter the Respondent Name in cell A11. Enter the docket number in cell B11. The Agreed Order date is a date stamp on the first page of the Agreed Order. Enter the Agreed Order date in cell C11. Enter the date you received the SEP contribution in cell D11. Tab or mouse over to cell J11 (far right) and enter the contribution amount. The contribution amount you received should match the contribution amount in the SEP Attachment A of the Agreed Order. Refer to Figure 9.

Step 2. Enter payment and invoice information the same as in Q1 Expense Accounting section above, beginning with cell A14 and working toward the right on the worksheet. NOTE: a Paid Date is required for each expense. If the Paid Date is not entered the worksheet will not be able to assign the expense for the correct quarter and you will not receive credit for the expense.

Step 3. If you returned any SEP funds to TCEQ during the performance quarter, enter the refund information beginning in cell A22 and working to the right across the worksheet.

If you experience any difficulties entering data in this section of the worksheet please contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

WORKSHEET 5 INSTRUCTIONS – Q3 Expense Accounting

1. Project and Administrator Information

The project information at the top of this worksheet will already be completed for you. The Q3 Expense Accounting worksheet has an orange header at the top of the page as shown in Figure 10.

What you do: Nothing in this section. If the administrator and budget information are not displayed in this worksheet, contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

Figure 10 Project and Administrator Information-Q3 Expense Accounting Worksheet

Year:	0	Jul-Sep	Quarter 3	Expense Accounting Sheet
Quarter 3 Contribution and Expense Accounting Sheet (report due November 15)				
Administrator:	**John Q. Administrator**			
Project:	**Sample SEP**			
Agreement No.	**2011-15**	Budget:	$ 25,000.00	
Quarterly reports are required even if money is not yet received. Failure to report may result in termination of your Agreement and return of SEP funds to TCEQ				

2. Contributions and Expenses – Q3 Expense Accounting

Enter new contributions received in the third quarter of the performance year, report expenses made during the calendar year associated with the contributions received in the third quarter, and report refunds made to TCEQ during the third quarter. As you enter dates into the worksheet, you will see helpful messages appear that guide you regarding the date range to be entered. An example of what this section of the worksheet should look like is displayed in Figure 11 below.

If the administrator and budget information are not displayed in this section of the worksheet, contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

What you need: You need the SEP Attachment A of the Agreed Order related to any contribution received between July 1 and September 30, and copies of invoices, receipts, and checks for payment of SEP expenses made between July 1 and September 30.

Figure 11 Q3 Expense Accounting Example

Year:	2011	Jul-Sep	Quarter 3	Expense Accounting Sheet				Today's Date 02/17/11	
Quarter 3 Contribution and Expense Accounting Sheet (report due November 15)									
Administrator:	**0**								
Project:	**0**								
Agreement No.	**0**	Budget:	$ -						
Quarterly reports are required even if money is not yet received. Failure to report may result in termination of your Agreement and return of SEP funds to TCEQ.									
Internal no. assigned to this contribution		0	13						
Enter information from each contribution in the space provided below.									
Respondent Name	**Docket No.**	**Agreed Order Agenda Date**	**Date Money Recvd**	**Expenditure Due Date**	**Ext request? Y/N**	**New due date**		**Balance of contribution for this docket**	**Contribution Amount**
City of Summerville	2011-0011-PWS-E	02/11/11	07/15/11	July 14, 2012				$3,480.00	$5,000.00
Billing and Payments Assigned to this Docket									
Payee Name	**Invoice No.**	**Invoice Dat**	**Invoice Amount**	**Description of Item**	**Paid Date**	**Check No.**	**Amt Expended**	**Invoice Balance**	
Executive Disposal Services	156898	05/05/11	$ 1,520.00	Disposal of HHW	08/28/11	156	$ 1,520.00	$0.00	
								$0.00	
								$0.00	

What you do: Step 1. Enter Contribution Information. To verify the amount you received is correct, compare the check amount with the SEP Offset Amount in the SEP Attachment A of the related Agreed Order. Enter the Respondent Name in cell A11. The Agreed Order date is a date stamp on the first page of the Agreed Order. Enter the docket number in cell B11.

WORKSHEET 5 INSTRUCTIONS – Q3 Expense Accounting (continued)

Enter the Agreed Order date in cell C11. Enter the date you received the SEP contribution in cell D11. Tab or mouse over to cell J11 (far right) and enter the contribution amount. The contribution amount you received should match the contribution amount in the SEP Attachment A of the Agreed Order.

Step 2. Enter payment and invoice information the same as in Q1 and Q2 Expense Accounting section above, beginning with cell A14 and working toward the right on the worksheet. NOTE: a Paid Date is required for each expense. If the Paid Date is not entered the worksheet will not be able to assign the expense for the correct quarter and you will not receive credit for the expense.

Step 3. If you returned any SEP funds to TCEQ during the performance quarter, enter the refund information beginning in cell A22 and working to the right across the worksheet.

If you experience any difficulties entering data in this section of the worksheet please contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

WORKSHEET 6 INSTRUCTIONS – Q4 Expense Accounting

Project and Administrator Information

The project information at the top of this worksheet will already be completed for you. The Q4 Expense Accounting worksheet has a deep red header at the top of the page as shown in Figure 12 below.

What you do: Nothing in this section. If the administrator and budget information are not displayed in this worksheet, contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

Figure 12 Project and Administrator Information - Q4 Expense Accounting Worksheet

Performance Calendar Year	0	Oct-Dec	Quarter 4	Expense Accounting Sheet
Quarter 4 Contribution and Expense Accounting Sheet (report due February 15)				
Administrator:	**John Q. Administrator**			
Project:	**Sample SEP**			
Agreement No.	**2011-15**	Budget:	**$ 25,000.00**	
Quarterly reports are required even if money is not yet received. Failure to report may result in termination of your Agreement and return of SEP funds to TCEQ.				

Contributions and Expenses – Q4 Expense Accounting

This section is used to enter new contributions received in the fourth quarter of the performance year, report expenses made during the calendar year associated with the contributions received in the fourth quarter, and to report refunds made to TCEQ during the fourth quarter. As you enter dates into the worksheet, you will see helpful messages appear that guide you regarding the date range to be entered. An example of what this section of the worksheet should look like is displayed in Figure 13 below.

If the administrator and budget information are not displayed in this section of the worksheet, contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

What you need: You need the SEP Attachment A of the Agreed Order related to any contribution received between October 1 and December 31, and copies of invoices, receipts, and checks for payment of SEP expenses made between October 1 and December 31.

WORKSHEET 6 INSTRUCTIONS – Q4 Expense Accounting (continued)

Figure 13 Q4 Expense Accounting Worksheet

Internal no. assigned to this contribution		0	19						
Enter information from each contribution in the space provided below.									
Respondent Name	Docket No.	Agreed Order Agenda Date	Date Money Recvd	Expenditure Due Date	Ext request? Y/N	New due date		Balance of contribution for this docket	Contribution Amount
City of Winterville	2011-1111-IWD-E	06/15/11	10/10/11	October 9, 2012				$23,279.00	$25,648.00
Billing and Payments Assigned to this Docket									
Payee Name	Invoice No.	Invoice Da	Invoice Amou	Description of Item	Paid Date	Check No.	Amt Expended	Invoice Balance	
Dunright Environmental Services	111111	10/25/11	$ 2,369.00	Environmental cleanup project	10/31/11	158	$ 2,369.00	$0.00	
								$0.00	
								$0.00	
								$0.00	
								$0.00	
								$0.00	

What you do: Step 1. Enter Contribution Information. Refer to the SEP Attachment A in the Agreed Order related to any contribution received between July 1 and September 30. Enter the Respondent Name in cell A11. Enter the docket number in cell B11. The Agreed Order date is a date stamp on the first page of the Agreed Order. Enter the Agreed Order date in cell C11. Enter the date you received the SEP contribution in cell D11. Tab or mouse over to cell J11 (far right) and enter the contribution amount. The contribution amount you received should match the contribution amount in the SEP Attachment A of the Agreed Order.

Step 2. Enter payment and invoice information the same as in Q1, Q2, and Q3 Expense Accounting above, beginning with cell A14 and working toward the right on the worksheet. NOTE: a Paid Date is required for each expense. If the Paid Date is not entered the worksheet will not be able to assign the expense for the correct quarter and you will not receive credit for the expense.

Step 3. If you returned any SEP funds to TCEQ during the performance quarter, enter the refund information beginning in cell A22 and working to the right across the worksheet. If you experience any difficulties entering data in this section of the worksheet please contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

WORKSHEET 7 INSTRUCTIONS – Activity Report

Administrator and Project Information

The project information at the top of this worksheet will already be completed for you.

What you do: Nothing in this section. If the administrator and budget information are not displayed in this worksheet, contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

Figure 14 Administrator and Project Information - Activity Report Worksheet

WORKSHEET 7 INSTRUCTIONS – Activity Report (continued)

SEP Activities Summaries

Activities for all four quarters will be entered in this worksheet. There is a box for each quarter where a brief summary can be written as shown in Figure 15 below.

What you need: A list of activities performed during the quarter being reported.

Figure 15 SEP Activity Summaries - SEP Activity Work

Section 1. SEP Activities Summaries

Quarter 1 Activities

During this quarter our organization conducted the following SEP activiities: [description of activities]

Quarter 2 Activities

Enter Q2 activities here

Quarter 3 Activities

sheet

What you do: Click inside the appropriate box and type. If you experience difficulty entering information in the boxes please contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

WORKSHEET 8 INSTRUCTIONS – Quarterly Vehicle Activities

Section: Quarter 1 – Quarter 4 Vehicle Retrofit Activities

The performance year and agreement number at the top of this worksheet for the project will already be completed for you. This worksheet is used to track the number and type of retrofits and replacements performed, as shown in Figure 16 below.

What you need: The name of each school or other organization receiving reimbursement during the reporting quarter for qualified retrofits or replacements, the number and types of retrofits or replacements represented by the reimbursement during the performance period, and the date and amount of reimbursement.

Figure 16 Quarter 1 Detail Area for SEP-Funded Vehicle Activities

2011 REPORTING FORM FOR SEP VEHICLE RETROFIT OR REPLACEMENT ACTIVITIES

QUARTER 1 — Detail Area for SEP-Funded Vehicle Projects — Agreement 2011-15

Calendar Year 2011 — reakdown of Retrofit Activitie

Bus Action Date	Reimbursement Date	Name of School or Receiving Entity	No.of Buses Retrofitted this Period	Diesel Partic Filters (DPF)	Diesel Oxid Catalysts (DOC)	Closed Crank Filter Syst (CCFS)	Partial Flow Thru Filter (FTF)	No. of Retrofits This Period	No. of buses repowered this period	No. of buses replaced this period	Comments
								0			
								0			
								0			

WORKSHEET 8 INSTRUCTIONS – Quarterly Vehicle Activities (continued)

What you do: Enter the action dates, receiving entity, number of bus activities by type and comments (if applicable). If you have difficulty entering information in this worksheet, contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

WORKSHEET 9 INSTRUCTIONS – CY Vehicle Totals

Section: Calendar Year Vehicle Totals

This page displays information that you entered in the Vehicle Activities worksheet. The information is automatically displayed for informational purposes and you do not enter any information on this page. This worksheet is used to track the number and type of retrofits and replacements performed on an annual basis, as shown in Figure 17 below.

What you do: Nothing on this page. If you have entered vehicle activities on the Quarterly Vehicle Activities worksheet and the activities are not displayed on this page, contact TCEQ for assistance at (512) 239-2223 or at olsadmin@tceq.texas.gov.

Figure 17 Calendar Year Vehicle Totals Page

Performance Year:	**2011**
Organization Name:	**John Q. Administrator**
SEP Project Name:	**Sample SEP**
Agreement Number:	**2011-15**

		Retrofit Activity Breakdown						
Total School Bus Retrofit/Replacements	No.of **Buses** Retrofitted this Period	Diesel Partic Filters (DPF)	Diesel Oxid Catalysts (DOC)	Closed Crank Filter Syst (CCFS)	Partial Flow Thru Filter (FTF)	No. of **Retrofits** This Period	No. of buses repowered this period	No. of buses replaced this period
Quarter 1 Data	1	1	0	1	0	2	0	0
Quarter 2 Data	0	0	0	0	0	0	0	0
Quarter 3 Data	0	0	0	0	0	0	0	0
Quarter 4 Data	0	0	0	0	0	0	0	0
Calendar Year Totals	1	1	0	1	0	2	0	0