

# IEB Instructions for Non-State Entities

## **Encumbrance of the Appropriation**

In accordance with the application for funds and IEB Rule No. 8, you must submit satisfactory evidence of an obligation to expend these funds to the Board within sixty (60) days from the date of the accompanying letter notifying the agency of the approval or the appropriation will be void. Encumbrance is accomplished if the agency has paid out any funds related to the appropriation before the sixty-day deadline. If not, then a letter must be written to the Board Secretary in which the status of the project is outlined (i.e., the projected date of the bid opening, the anticipated date of the bid award, etc.) and request the encumbrance of the funding. The agency will receive a written response to this request.

## **Drawing the Appropriated Funds**

Only after your agency has received the official IEB letter of notification of approval can your agency draw down funds as needed. To do so, you must submit a letter--with invoices attached--to the Interim Emergency Board Secretary at Post Office Box 44500, Baton Rouge, LA 70804-4500 or delivered to her in Room B-153 at the state capitol. The letter is to state clearly the appropriation number, the amount of the total appropriation and the date of the IEB meeting. The documentation will be processed with the State Treasury, and a check for the approved payment will be transmitted.

## **Quarterly Reports to the IEB**

Under the mandates of Act 507 of 1997, any recipient of an IEB appropriation must provide a quarterly report to the IEB by the fifteenth day following the close of each calendar quarter. The quarterly reports must be received by the IEB no later than October 15 (July-September), January 15 (October-December), April 15 (January-March) and July 15 (April-June). A copy of the report is included. With the completed report, you must file a copy of any invoices drawn against the appropriation in that quarterly period. The original report and one photocopy (with attachments) must be mailed or delivered to the Board Secretary at the above address.

## **Completion of the Project**

Any funds remaining after the completion of the project must be reversed as soon as completed. To accomplish this, the IEB Secretary must be notified by letter of the completion of the project, and two copies of the partial quarterly report (with attachments) for said project must be submitted at that time.

## **Appropriation Reauthorization to a Succeeding Fiscal Year**

A letter with the proper supporting documentation must be submitted to the IEB Secretary if any project has bona fide obligations in existence at the end of a fiscal year (June 30). Information regarding the submission of this documentation and the deadline for receipt of it will be sent to all agencies with available funds as of June 30. Please comply with the procedures outlined in the mailing in order to protect your agency's IEB appropriation.