IMPORTANT NOTICE - READ CAREFULLY

COUNTY OF SAN DIEGO
NEIGHBORHOOD REINVESTMENT PROGRAM
DOCUMENTATION OF GRANT EXPENDITURES
INSTRUCTIONS

Organizations that receive a Neighborhood Reinvestment Program grant must complete a Documentation of Grant Expenditures report. The purpose of this documentation is to verify that the grant funds have been spent in accordance with the purpose of the grant as specified in the grant agreement. **In order to comply with the terms of the grant, organizations must keep detailed records of expenses made using these grant funds.**

Complete and return the Documentation report promptly after all grant funds have been spent, but no later than one month after the end of the grant period. Send the documentation to:

COUNTY OF SAN DIEGO
Neighborhood Reinvestment Program
1600 Pacific Highway, Room 352
San Diego CA 92101-2478

The Grant Expenditure report **MUST** include the following:

1. **Cover letter on the organization's letterhead detailing how the grant funds were spent.**
2. **Original completed Documentation of Grant Expenditures Form signed by two members of the organization.**
3. **Completed List of Expenditures Form.**
4. **Proof of expenditures (supporting documentation) for the entire grant amount. Please give each supporting document an item number that corresponds to the associated line on the List of Expenditures.**

<u>Supporting documentation may consist of copies, as necessary or relevant, of one or more of the following:</u>

1. For purchases:

   PURCHASES BY CREDIT CARD PROVIDE THE FOLLOWING TWO ITEMS:
   - I.   Invoice from vendor itemizing goods or services purchased
   - II.   Credit card statement showing payment to vendor

   PURCHASES BY CHECK PROVIDE THE FOLLOWING THREE ITEMS:
   - I.   Invoice from vendor itemizing goods or services purchased
   - II.   Check or check stub
   - III. Image of the check from the bank statement showing that the check was cashed **<u>OR</u>**
   - IV.   Related page of the bank statement showing that the check was chashed **<u>Please avoid paying cash for services.</u>**

2. **For salary expenses**, provide quarterly payroll reports produced by a third party payroll company. Include in the cover letter an explanation of how the personnel expenses relate to the project. **APPLIES TO PUBLIC AGENCIES ONLY**

3. **Reimbursements to employees** must include invoices and receipts as well as reimbursement forms signed by the appropriate authorities.

4. If you are paying a group or individual for specialized services (such as a band, artist, performer, or referee) and do not have an invoice, please provide a signed affidavit from the group or individual acknowledging receipt of payment along with proof of payment.

5. We highly recommend augmenting the financial documentation with visual evidence of the expenditure of the funds, such as "before and after" pictures of an improvement project, flyers produced to advertise an event, or promotional materials developed to promote tourism.

<u>Other important information</u>

A.   The purchase of gift cards or certificates is **<u>NOT</u>** allowed.

B.   Food expenses are **<u>NOT</u>** accepted.

C.   Organizations **<u>MAY NOT</u>** donate all or part of the grant amount to another organization.

D.   No alcohol purchases are allowed.

E.   Grant recipients may not claim expenditures under this grant for which Grantee has received or is or will be claiming funding from any other source.

A video to assist your organization in the documentation of Neighborhood Reinvestment funds is available at http://www.sdcounty.ca.gov/auditor/nrppresent.html

If you have any questions, please contact Toosdhi M. McGowan, Neighborhood Reinvestment Program Coordinator, Office of Financial Planning, at (619) 531-4887.

List of Expenditures

Date (Expenditures must be within Grant period on Documentation of Grant Expenditure Form)	Check # (Copy of check and bank statement showing check has cleared)	Payable To (Include paid invoices)	Purpose (Expenditures must be within Purpose of Grant on Documentation of Grant Expenditure Form)	Amount	Item # (Label expenditures documents and bank statements with item #)
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10
					11
					12
					13
					14
					15
					16
					17
					18
					19
			TOTAL		