

# IMPORTANT NOTICE - READ CAREFULLY

## COUNTY OF SAN DIEGO COMMUNITY ENHANCEMENT PROGRAM DOCUMENTATION OF GRANT EXPENDITURES INSTRUCTIONS

Organizations that receive a Community Enhancement grant must complete a Documentation of Grant Expenditures form and include supporting documents to verify the grant funds were spent in accordance with the purpose of the grant as specified in the grant agreement. **To comply with the terms of the grant, organizations must keep detailed records of expenditures. Please read these instructions before spending any of the grant funds.**

Complete and upload the documentation of grant expenditures packet promptly after all grant funds are spent, but no later than one month after the end of the grant period.

The web page link to upload the expenditure packet is emailed to the grant recipients. Please contact [cenrprgrants@sdcounty.ca.gov](mailto:cenrprgrants@sdcounty.ca.gov) if you have not received the link.

The following is a checklist of items to include in the Grant Expenditure report:

Community Enhancement Grant Expenditure Report Item	Yes	NA
Were grant funds spent according to the grant purpose on Documentation of Grant Expenditures form?	<input type="checkbox"/>	
Is the Documentation of Grant Expenditures form complete with two signatures?	<input type="checkbox"/>	
Is a cover letter describing how grant funds were spent included?	<input type="checkbox"/>	
Does List of Expenditures form (below) balance with Documentation of Grant Expenditures?	<input type="checkbox"/>	
Are receipts or invoices clear and legible?	<input type="checkbox"/>	
If paid by check, are legal copies of the checks included?	<input type="checkbox"/>	<input type="checkbox"/>
If paid by check, does the bank statement show the check cleared the bank?	<input type="checkbox"/>	<input type="checkbox"/>
Can you provide an explanation or clarification for any invoices/receipts dated after the check was issued?	<input type="checkbox"/>	<input type="checkbox"/>
If paid by credit card, is the credit card statement included?	<input type="checkbox"/>	<input type="checkbox"/>
For payments to performers, entertainers or other professional services, is there a contract, agreement or affidavit included documenting the service provided, date, amount paid and signature?	<input type="checkbox"/>	<input type="checkbox"/>
For expenses in support of payroll, was documentation provided by a third party <b><u>AND</u></b> were bank statements included which showed deposited checks matching the third party payroll breakdown? If payroll is not administered by a third party, then contact OFP for further instructions.	<input type="checkbox"/>	<input type="checkbox"/>

**Supporting documentation may consist of copies, as necessary or relevant, of one or more of the following:**

**1. FOR PURCHASES OF GOODS OR SERVICES, provide the following items:**

**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
- OR**
- iv. Related page of the bank statement showing that the check was cashed

**Please avoid paying cash for expenses.**

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.
3. **For ticket subsidy programs**, please provide a recipient list, contact information, amount subsidized, and a signed affidavit from the recipients acknowledging receipt of the reduced price tickets.
4. If you are paying a group or individual **for specialized services** (such as a band, artist, performer, referee, or other service) 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. **Reimbursements to employees** must include invoices and receipts as well as reimbursement forms signed by the appropriate authorities.
6. **For scholarship or sponsorship grants**, please provide a recipient list, how much each recipient received, and board minutes approving the scholarships along with proof of payment to the recipients.

**Other important information**

- A. The purchase of gift cards or certificates is **NOT** allowed.
- B. Food expenses are **NOT** accepted.
- C. Organizations **MAY NOT** 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 guide to assist your organization in the documentation of Community Enhancement funds is available at <https://www.sandiegocounty.gov/auditor/commehnc.html>

If you have any questions, please contact the Office of Economic Development and Government Affairs at (619) 531-4809 or email [cenrgrants@sdcounty.ca.gov](mailto:cenrgrants@sdcounty.ca.gov).

# List of Expenditures

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