# 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 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 expenditures.  Please read these instructions before spending any of the 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
Community Enhancement Program
1600 Pacific Highway, Room 152
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.**

View our grant documentation guide to assist your organization in the documentation of Community Enhancement funds.

**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.**

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, 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. **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.

# List of Expenditures

| Date (Expenditures must be within Grant period on Documentation of Grant Expenditure Form) | Check # (Include 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 #) |
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