

# IMPORTANT NOTICE - READ CAREFULLY

## COUNTY OF SAN DIEGO SMALL BUSINESS STIMULUS PROGRAM DOCUMENTATION OF GRANT EXPENDITURES INSTRUCTIONS

Organizations that receive a Small Business Stimulus 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 return the Documentation report promptly after all grant funds are spent, but no later than the conclusion of the grant period. Send the documentation to: [stimulusgrant@sdcountry.ca.gov](mailto:stimulusgrant@sdcountry.ca.gov).

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

Small Business Stimulus Grant Expenditure Report Item	Yes	NA
Were grant funds spent according to the grant purpose on Documentation of Grant Expenditures form?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Documentation of Grant Expenditures form complete with wet signatures?	<input type="checkbox"/>	<input type="checkbox"/>
Is a cover letter describing how grant funds were spent included?	<input type="checkbox"/>	<input type="checkbox"/>
Does List of Expenditures form (below) balance with Documentation of Grant Expenditures?	<input type="checkbox"/>	<input type="checkbox"/>
Are receipts or invoices clear and legible?	<input type="checkbox"/>	<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 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 <u>AND</u> 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. If you are paying a group or individual **for specialized services** (such as cleaning/restoration, or other services) 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.
4. **Reimbursements to employees** must include invoices and receipts as well as reimbursement forms signed by the appropriate authorities.

**Other important information**

The following list provides examples of ineligible expenditures grant funds covered under the Small Business Grant Fund:

- a) Expenses for the State share of Medicaid
- b) Damages covered by insurance
- c) Reimbursement to donors for donated items or services
- d) Workforce bonuses other than hazard pay or overtime
- e) Severance pay
- f) Legal settlements

If you have any questions, please send an email to [stimulusgrant@sdcounty.ca.gov](mailto:stimulusgrant@sdcounty.ca.gov).

# List of Expenditures

<b>Date</b> (Expenditures must be within Grant period on Documentation of Grant Expenditure Form)	<b>Check #</b> (Include copy of check and bank statement showing check has cleared)	<b>Payable To</b> (Include paid invoices)	<b>Purpose</b> (Expenditures must be within Purpose of Grant on Documentation of Grant Expenditure Form)	<b>Amount</b>	<b>Item #</b> (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
			<b>TOTAL</b>		