

# **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, section 2. **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 90 days after the date in the grant agreement. Upload the documentation to <https://www.sandiegocounty.gov/content/sdc/stimulusgrant/expenditurelogin.html>

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

<b>SMALL BUSINESS STIMULUS GRANT EXPENDITURE REPORT ITEM</b>	<b>YES</b>	<b>N/A</b>
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 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 <u>AND</u> were bank statements included which showed deposited checks matching the payroll breakdown?	<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:**
  - a) **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
  
  - b) **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** 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. 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 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.expenditures@sdcounty.ca.gov](mailto:stimulusgrant.expenditures@sdcounty.ca.gov).

# List of Expenditures

Organization Name: \_\_\_\_\_

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 #)
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10
					11
					12
					13
					14
					15
					16
					17
					18
			<b>TOTAL</b>		