



SMALL BUSINESS STIMULUS GRANT

GRANT DOCUMENTATION GUIDE

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DOCUMENTATION PROCEDURES

GRANT DOCUMENTATION IS DUE 3 MONTHS AFTER
GRANT EFFECTIVE DATE

ALL EXPENSES MUST FALL WITHIN THE GRANT PERIOD

ALL EXPENSES MUST BE FOR GRANT PURPOSE

DOCUMENTATION MUST INCLUDE THE FOLLOWING ITEMS:

- COMPLETED DOCUMENTATION OF **GRANT EXPENDITURES FORM**
- COMPLETED **LIST OF EXPENDITURES FORM**
- **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.

SMALL BUSINESS STIMULUS GRANT

**SAN DIEGO COUNTY SMALL BUSINESS STIMULUS PROGRAM
DOCUMENTATION OF GRANT EXPENDITURES**

Grant Period: 3/3/2021 to 60 days after date in grant agreement

Organization Name: _____

Possible Grant Purposes: Innovation; Payroll; PPE; Rent/Mortgage; Business Activities; Technology; Marketing; Invoices; Cleaning; Training; Reopening Assessment

Your Approved Grant Purposes:

County Check Number: _____ Issued On: _____ Amount: _____

DOCUMENTATION DUE NOT LATER THAN 90 DAYS AFTER DATE IN GRANT AGREEMENT

- For proper documentation procedures, please read the accompanying [Documentation of Grant Expenditures Instructions](#) before submittal.
- We will not accept documentation for expenditures that are not in accordance with the purpose of the grant.
- Grant funds may only be used for expenditures incurred and paid between March 3, 2021 through 90 days after date in grant agreement for the purpose(s) stated above. Any remaining balance must be returned by check payable to the County of San Diego.

TOTAL EXPENDITURES: \$ _____ RETURNED AMOUNT: \$ _____

WE DECLARE UNDER PENALTY OF PERJURY THAT ALL STATEMENTS CONTAINED ON THIS FORM AND IN ANY ACCOMPANYING DOCUMENTS ARE TRUE AND CORRECT. WE DECLARE UNDER PENALTY OF PERJURY THAT NONE OF THE GRANT FUNDS WERE USED FOR ANY AUTHORIZED EXPENDITURE THAT WAS REIMBURSED FROM ANOTHER SOURCE, INCLUDING, BUT NOT LIMITED TO OTHER CARES ACT PROGRAM, INSURANCE PROCEEDS OR OTHER STATE, FEDERAL OR LOCAL PROGRAM.

Prepared by: (Signature) _____ Date _____
Print Name _____ Title _____
Phone Number _____ E-Mail _____

Confirmed by: (Signature) _____ Date _____
Print Name _____ Title _____
Phone Number _____ E-Mail _____

Note: DO NOT DISCARD - Please complete and upload this form, including attachments, to: <https://www.sandiegocounty.gov/content/sdc/stimulusgrant/expenditurelogin.html>

ARPA 2021 EXPENDITURE DOCUMENT FY 21/22

Documentation of Grant Expenditures Form

- Form is provided with check issuance
- Must be included with documentation packet that is due at the end of grant period
- Email this form with rest of documentation packet to: StimulusGrant.Expenditures@sdcounty.ca.gov or mail documents to:

**COUNTY OF SAN DIEGO
ECONOMIC DEVELOPMENT AND
GOVERNMENT AFFAIRS
1600 PACIFIC HWY, ROOM 152
SAN DIEGO, CA 92101**

LIST OF EXPENDITURES FORM

Completed List of Expenditures Form is required when submitting documentation packets.

List of Expenditures

Date (Expenditures must be within Grant period on Disbursement of Grant Expenditure Form)	Check # (Check number of check and bank statement showing check has cleared)	Payable To (Include full address)	Purpose (Expenditure must be within Purpose of Grant on Documentation of Grant Expenditure Form)	Amount	Item # (Label expenditures document and bank statements with Item#)
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10
					11
					12
					13
					14
			TOTAL		

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The information needed is:

- Date of Expenditure
- Check Number (if applicable) or Transaction Number
- Payable To
- Expense Purpose
- Amount of Expense

EXPENDITURE ITEM SETS & SAMPLES

1. Payroll Expense Reports

2. Invoices Paid with Checks

3. Invoices Paid with Credit / Debit Cards

EXPENDITURE ITEM SETS & SAMPLES

1. Payroll Expense Reports

ADP Payroll Services

3/8/2015 1 of 1

Payroll Report

Employee	Gross Pay	Net Pay	Reg Hours	Overtime Hours	Bonus & Commission	Additions & Deductions	Retirement	PreTax	Federal Tax	FICA	Medicare	Other Tax
Jeff Abrams	2,661.62	1,809.31	80.00	0.00	1,946.68	0.00	133.08	96.00	344.97	107.76	37.21	133.29
David W Davis	267.38	186.99	15.50	0.00	0.00	-20.00	0.00	48.00	0.00	9.21	3.18	0.00
Shonda Donald	1,080.00	798.07	80.00	0.00	0.00	0.00	0.00	84.00	98.34	41.83	14.44	43.32
Bill Forester	1,231.13	960.87	73.50	0.00	0.00	0.00	0.00	96.00	73.13	47.67	16.46	37.00
Bill Framington	1,005.00	751.76	67.00	0.00	0.00	0.00	30.16	96.00	37.50	38.17	13.18	38.23
Matt Harmil	1,080.00	776.15	80.00	0.00	0.00	0.00	0.00	84.00	120.25	41.83	14.44	43.32
John Hope	1,362.13	996.71	74.25	1.25	0.00	0.00	20.00	96.00	135.86	53.18	18.36	48.02
Percy James	6,538.48	5,016.10	0.00	0.00	0.00	-122.12	0.00	14.00	1,004.60	0.00	0.00	381.66
Fredrick Jenkins	267.75	190.37	17.00	0.00	0.00	-25.00	0.00	0.00	25.60	11.25	3.88	11.65
Steve Minchel	1,514.76	1,185.48	80.00	2.00	0.00	-15.00	0.00	96.00	98.77	59.59	20.58	49.34
Barney Murphy	1,779.00	1,411.87	76.75	9.50	0.00	-30.69	0.00	0.00	164.73	74.72	25.79	71.20
Dwight Paulino	1,237.50	785.77	66.00	0.00	0.00	0.00	99.00	96.00	127.25	47.94	16.65	60.99
Dean Petersen	1,398.25	1,018.75	80.00	1.50	0.00	0.00	30.00	84.00	141.58	55.20	19.05	49.67
Brad Peterson	1,600.00	1,077.10	80.00	0.00	0.00	0.00	112.00	96.00	154.68	63.17	21.81	75.24
Daniel Ragneth	2,187.75	1,284.81	80.00	0.00	75.07	-268.26	109.39	96.00	207.62	87.86	30.33	103.48
Chris Rockstahl	1,969.75	1,615.34	80.00	0.00	1,139.75	0.00	0.00	96.00	173.00	79.54	27.46	98.41
Donna Schoenfeld	100.20	96.19	12.00	0.00	0.00	0.00	0.00	0.00	0.00	4.20	1.45	4.36
Erik Shannon	1,353.63	1,034.40	79.25	0.25	0.00	-10.20	40.00	96.00	61.38	52.82	18.24	40.59
Patrice Sheffield	100.20	88.69	12.00	0.00	0.00	0.00	0.00	0.00	0.00	4.20	1.45	5.86
Patrick Smith	1,707.12	1,158.72	80.00	4.00	0.00	-5.90	153.64	96.00	138.43	67.67	23.36	63.40
Brandon Starcher	1,402.18	894.97	79.75	0.25	0.00	-11.96	140.22	96.00	140.70	54.86	18.94	44.53
James Vazquez	1,344.62	880.60	80.00	4.50	0.00	-19.72	134.46	84.00	88.74	52.95	18.27	65.88
Michael Von Scharel	2,630.65	1,900.40	80.00	0.00	1,928.41	0.00	131.54	96.00	269.66	106.46	36.75	89.84
Grand Total	35,839.10	26,811.42	1457.00	23.25	5,083.91	-528.86	1,133.49	1,646.00	3,596.80	1,162.08	401.18	1,559.28

EXPENDITURE ITEM SETS & SAMPLES

3. Invoices Paid with Credit / Debit Cards: Include copy of the invoice and statement reflecting the charges

INVOICE PLEASE REMIT TO: Printing Co.
1234 Imaginary Ln
San Diego, CA 00000

BILL TO:
Company
0000 Main St.
City, CA 90000

SHIP TO:
Company
0000 Main St.
City, CA 90000

INVOICE # 2
INVOICE DATE 5/14/2015
DUE DATE 5/15/2015
CUSTOMER # 7

ORDER #	ORDER DATE	REQ DATE	PO NUMBER	VERBAL BEN	VISA/CARD	TRUCK LINE
28	5/13/2015	5/13/2015				

ITEM	DESCRIPTION	COLOR	SIZE	ORDERED	SHIPPED	SHORT	NO	PRICE	EXTENDED
6004	BELLA 4.2 OZ FAVORITE T HTHROY		XL	75	75	0	0	\$27.00	\$2025.00
6004	BELLA 4.2 OZ FAVORITE T HTHROY		L	75	72	3	0	\$27.00	\$2008.50
6004	BELLA 4.2 OZ FAV T DKGREY HTHR		L	12	12	0	0	\$8.79	\$93.48
6004	BELLA 4.2 OZ FAV T DKGREY HTHR		L	8	8	0	0	\$27.90	\$223.20
3001	CANVAS 100% 4.2 OZ T HTH-R ROYL		XL	75	75	0	0	\$3.00	\$225.00
3001	CANVAS 100% 4.2 OZ T HTH-R ROYL		L	50	50	0	0	\$3.00	\$150.00
3001	CANVAS 100% 4.2 OZ T HTH-R ROYL		M	25	25	0	0	\$3.00	\$75.00
3001	CANVAS 100% 4.2 OZ T HTH-R ROYL		S	25	25	0	0	\$3.00	\$75.00
3001	CANVAS 100% 4.2 OZ T DK GRVHTH		XL	75	75	0	0	\$3.00	\$225.00
3001	CANVAS 100% 4.2 OZ T DK GRVHTH		L	50	50	0	0	\$3.00	\$150.00
3001	CANVAS 100% 4.2 OZ T DK GRVHTH		M	25	25	0	0	\$3.00	\$75.00
3001	CANVAS 100% 4.2 OZ T DK GRVHTH		S	25	25	0	0	\$3.00	\$75.00

7 BOXES
154 LBS

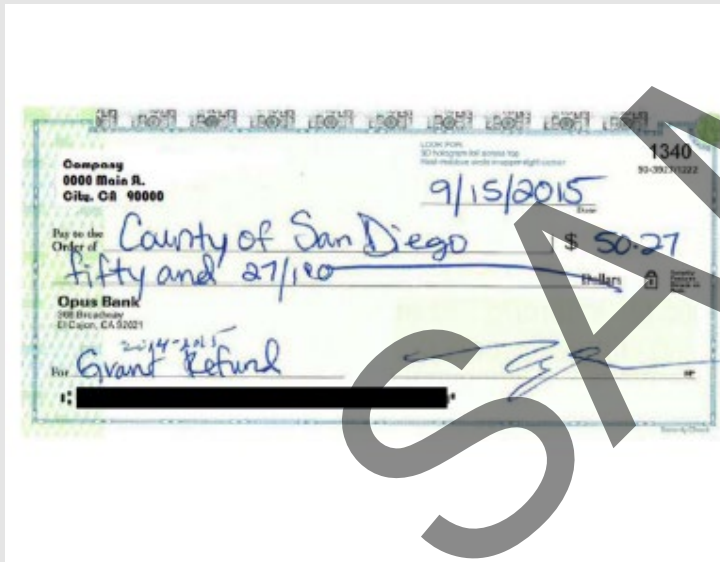
B
FB GENFF-\$200

SALE AMT: \$1,547.43
CASH DISCOUNT: \$48.42
FREIGHT: \$0.00
NSF AMT: \$0.00
FINANCE CHARGE: \$0.00
RESTOCK AMT: \$0.00
BANK AMT: \$0.00
MISC AMT: \$0.00
ADDITIONAL FREIGHT: \$0.00
ODEP AMT: \$0.00
TOTAL: \$1,713.78

ACCOUNT ACTIVITY (CONTINUED)

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
05/10		35.07
05/06		506.91
05/02		73.99
05/11		42.05
05/11		77.46
05/13		47.50
05/14		50.00
05/13		2.50
05/16		00.00
05/10		6.04
05/15		134.59
05/15		25.00
05/15		180.00
05/16		20.25
05/16	Printing Co	1,713.78
05/10		56.20
05/15		27.30
05/16		13.54
05/16		203.37
05/16		14.00
05/16		24.83
05/10		611.82
05/19		12.01
05/19		30.73
05/20		694.84
05/19		25.37
05/22		11.19
05/22		44.99
05/23		280.94
05/22		112.32
05/22		33.32
05/24		327.57
05/24		16.59
05/25		126.31
05/24		18.67
05/26		1,274.15
05/26		477.08
05/27		7.55
05/28		1,728.00

RETURNING UNSPENT GRANT FUNDS



- Unspent Grant Funds must be returned to the County
- When returning unspent funds, please make check payable to “County of San Diego”
- The check can be mailed to:

COUNTY OF SAN DIEGO
ECONOMIC DEVELOPMENT AND
GOVERNMENT AFFAIRS
1600 PACIFIC HWY, ROOM 152
SAN DIEGO, CA 92101