



CITY OF HUNTINGTON BEACH

2000 MAIN STREET, HUNTINGTON BEACH, CALIFORNIA 92648-2702

EXPENSE DOCUMENTATION DOS AND DON'TS SMALL BUSINESS MICRO GRANT PROGRAM

PPE	
Sample Expenses	Sample Documentation
<ul style="list-style-type: none"> • Face masks/shields/visors • Gloves • Plastic partitions • Sanitizing/disinfecting supplies 	<p>Proof of payment such as bank account statements, cancelled checks, or other documentation showing payment date and amount that matches invoice paid. The corresponding invoice must be provided. Other payments and/or sensitive bank information may be redacted.</p> <p style="text-align: center;">OR</p> <p>Copy of receipt from in-store or online purchase. If other items were purchased at the same time, highlight the name and price of the item(s) purchased with grant funds.</p>
PPE DOS AND DON'TS	
<ul style="list-style-type: none"> • DO: Provide clear scans or photos of your invoices or itemized receipts • DO: Highlight the relevant transaction on your business's bank statement that ties the paid invoices or the itemized receipts • DO: Provide copies of cancelled check, if PPE was paid by check <p>Note: <i>If PPE was paid for using a credit card, please provide a copy of the credit card statement, highlight the related transaction, and provide proof that the credit card was paid.</i></p>	<ul style="list-style-type: none"> • DON'T: Submit receipts for cash payments • DON'T: Submit Venmo transactions as proof of payment • DON'T: Submit expenses outside of the grant eligibility window. • DON'T: Submit copies of invoices without proof of payment. A bank statement or cancelled check must accompany each expense. • DON'T: Submit Zelle transaction screenshots as proof of payment.
RENT, LEASE, MORTGAGE	
Sample Expenses	Sample Documentation
<ul style="list-style-type: none"> • Monthly lease/mortgage payment for business address • Monthly lease for storage facility related to the business • Prepaid rent must only be for periods within the grant eligibility window 	<p>Proof of payment such as bank statements, cancelled checks, or other documentation showing date and amount of rent/mortgage payment. Other payments and/or sensitive bank information on the statement may be redacted. For mortgage payments, only the mortgage interest and insurance are considered eligible expenses. Property taxes and principal payments are not reimbursed.</p> <p style="text-align: center;">AND</p> <p>Documents submitted must match the lease documents submitted as part of the grants approval process. Acceptable documents include a copy of page from business lease showing monthly rent payment OR a signed letter from your landlord on their letterhead stating monthly rent for the time period or a copy of loan statement showing monthly mortgage payment.</p>
RENT, LEASE, MORTGAGE DOS AND DON'TS	
<ul style="list-style-type: none"> • DO: Provide a copy of the business's current lease agreement • DO: Provide a copy of your most recent rent or lease statement from the landlord • DO: Highlight the relevant rent, lease, or mortgage payment on your business's bank statement • DO: Provide copies of cancelled checks, if rent, lease, or mortgage was paid by check <p>Note: <i>Ensure that the stated rent or lease amount on the agreement provided matches the rent payments exactly. If not, please provide additional documentation from the landlord clarifying the difference.</i></p>	<ul style="list-style-type: none"> • DON'T: Submit personal rent, lease, or mortgage payments. • DON'T: Submit rent, lease, or mortgage payments outside the grant eligibility window, January 1 to June 30, 2021 • DON'T: Submit Venmo transactions as proof of payment • DON'T: Submit Zelle transaction screenshots as proof of payment



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PAYROLL	
Sample Expenses	Sample Documentation
<ul style="list-style-type: none"> Hourly wages and salaries for regular employees 	<p>Proof of payment such as bank statements, cancelled checks, or other documentation showing payment date and amount of payroll register payment. Other payments and/or sensitive bank information on the statement may be redacted. If you received a PPP loan and used it for payroll expenses, you may not apply any Small Business Support grant funding toward payroll.</p> <p style="text-align: center;">AND</p> <p>Payroll register (employee name/s and other sensitive information may be redacted)</p>
PAYROLL DOS AND DON'TS	
<ul style="list-style-type: none"> DO: Provide a detailed copy of the employee register DO: Highlight the relevant payroll payment/s on your business's bank statement DO: Provide copies of cancelled checks, if payroll checks were issued 	<ul style="list-style-type: none"> DON'T: Submit payroll expense for payroll periods outside the grant eligibility window, December 31 to June 30, 2021 DON'T: Submit Venmo transactions as proof of payroll payment DON'T: Submit Zelle transaction screenshots as proof of payment
UTILITIES	
Sample Expenses	Sample Documentation
<ul style="list-style-type: none"> Water, refuse, electricity, trash collection, cable/phone/internet, gas payments for business address 	<p>Proof of payment such as bank statements, cancelled checks, or other documentation showing payment date and amount of utility payment. Other payments and/or sensitive bank information on the statement may be redacted.</p> <p style="text-align: center;">AND</p> <p>Copy of utility bill or payment history statement showing business address, billing period and utility amount.</p>
UTILITIES DOS AND DON'TS	
<ul style="list-style-type: none"> DO: Provide clear scans or photos of your invoices or itemized receipts DO: Ensure that the utility service address matches the business address and the phone number is traceable to the business DO: Highlight the relevant utility payment on your business's bank statement that ties the invoices or the itemized receipts provided DO: Provide copies of cancelled checks, if utility invoices were paid by check <p>Note: <i>If utilities was paid for using a credit card, please provide a copy of the credit card statement, highlight the related transaction, and provide proof that the credit card was paid.</i></p>	<ul style="list-style-type: none"> DON'T: Submit utility expenses outside of the grant eligibility window, December 31 to June 30, 2021 DON'T: Submit utility expenses that are for personal use DON'T: Submit copies of invoices without proof of payment. A bank statement or cancelled check must accompany each expense



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OTHER COVID-19 RELATED OPERATIONAL OR SAFETY EXPENSE

Please provide a brief explanation on how the items purchased under this category will be used for business operations

Sample Expenses	Sample Documentation
<ul style="list-style-type: none"> • Touchless technology • Thermometers • Zoom subscription costs • Any other legitimate business expense the owner has deemed necessary to address COVID-19 safety protocols for the business. 	<p>City reserves the right to deny expenses in this category if they do not meet the requirements of the grant funding, or are not deemed necessary for the operation of the business. Documentation will vary, but generally should include proof of payment or bank statement showing those business expenses were paid for by the business. Other payments and/or sensitive information on the bank statement may be redacted.</p>

OTHER COVID-19 RELATED OPERATIONAL OR SAFETY EXPENSE DOS AND DON'TS

<ul style="list-style-type: none"> • DO: Provide clear scans or photos of your invoices or itemized receipts • DO: Highlight the relevant payment on your business's bank statement that ties the paid invoices or the itemized receipts • DO: Provide copies of cancelled checks, if payment was paid by checks <p>Note: <i>If the expense was paid for using a credit card, please provide a copy of the credit card statement, highlight the related transaction, and provide proof that the credit card was paid.</i></p>	<ul style="list-style-type: none"> • DON'T: Submit receipts for cash payments • DON'T: Submit personal expenses • DON'T: Submit Venmo transactions as proof of payment • DON'T: Submit expenses outside of the grant eligibility window, December 31, 2020 to June 30, 2021. <i>If the expense is for an annual subscription, the expense will be prorated within the eligibility window.</i> • DON'T: Submit copies of invoices without proof of payment. A bank statement or cancelled check must accompany each expense • DON'T: Submit Zelle transaction screenshots as proof of payment • DON'T: Submit loan or lines of credit payments. These are ineligible for reimbursement.
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Other examples of ineligible costs include, but are not limited to the following:

- Property taxes or the payment of other government related taxes or fees
- Payment of expenses that will be covered by an insurance claim
- Payment of expenses that have already been covered by other federal funding such as the Paycheck Protection Plan (PPP) or Economic Injury Disaster Loans (EIDL)
- Workforce bonuses
- Severance Pay
- Legal settlements
- Payroll taxes