



Huntington Beach COVID-19 Nonprofit Organization Grant Program Sample Expense Documentation

Sample PPE Expense Documentation

PPE expenses must be supported by an invoice (or itemized receipt) and proof of payment from the bank, such as a bank statement, cancelled check, or bank transaction history.

Sample of itemized receipt

Table protecto

Gmail

Order Confirmation from Massage Warehouse -
1 message

orders@massagewarehouse.com <orders@massagewarehouse.com> Thu, May 21, 2020 at 7:18 AM
To:

WAREHOUSE
Enhancing Wellness

Order #:

Thank you for ordering from Massage Warehouse. We are currently processing order P34580880000 and will notify you by email as soon shipped.

Please take a moment to review the order details below. If you have any questions regarding your order please call Customer Service at 800-910-9955, Monday through Friday, 7:00am to 7:00pm Central Time.

We sincerely thank you for choosing to shop with us and hope to hear from you again soon!

Message Warehouse
ORDER CONFIRMATION

Ship To: Purchase Order:

| Item/Description | Qty | Amount |
|---|-----|----------|
| FITTED TABLE PROTECTOR 29"X31" ORCHID 229 1053 01 14 | 1 | \$ 73.86 |
| Product Total | | \$73.86 |
| Net Total | | \$73.86 |
| Shipping & Handling | | \$4.99 |
| Sales Tax | | \$6.11 |
| Amount Due | | \$84.96 |



Sample proof of payment from the bank

Account # | May 28 - June 27, 2020

Transactions

| Transaction Date | Posting Date | Description | Reference Number | Account Number | Amount | Total |
|--|--------------|---|------------------|----------------|--------|--------|
| 06/23 | 06/24 | MASSEGEWAREHOUSE.COM M | 800-910-9955 GA | | 84.96 | |
| TOTAL PURCHASES AND ADJUSTMENTS FOR THIS PERIOD | | | | | | |
| Interest Charged | | | | | | |
| 06/27 | 06/27 | INTEREST CHARGED ON PURCHASES | | | 0.00 | |
| 06/27 | 06/27 | INTEREST CHARGED ON BALANCE TRANSFERS | | | 0.00 | |
| 06/27 | 06/27 | INTEREST CHARGED ON DIR DEPOSITS CASH ADV | | | 0.00 | |
| 06/27 | 06/27 | INTEREST CHARGED ON BANK CASH ADVANCES | | | 0.00 | |
| TOTAL INTEREST CHARGED FOR THIS PERIOD | | | | | | \$0.00 |

2020 Totals Year-to-Date

| | |
|--------------------------------|--|
| Total fees charged in 2020 | |
| Total interest charged in 2020 | |

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

| Type of Balance | Annual Percentage Rate | Promotional Transaction Type | Promotional Offer ID | Promotional Rate End Date | Balance Subject to Interest Rate | Interest Charges by Transaction Type |
|--|------------------------|------------------------------|----------------------|---------------------------|----------------------------------|--------------------------------------|
| Purchases | 14.99%V | | | | \$ 0.00 | \$ 0.00 |
| Balance Transfers | 14.99%V | | | | \$ 0.00 | \$ 0.00 |
| Direct Deposit and Check Cash Advances | 17.99%V | | | | \$ 0.00 | \$ 0.00 |
| Bank Cash Advances | 24.99%V | | | | \$ 0.00 | \$ 0.00 |

APR Type Definitions: E=Fixed Interest Rate Type; V=Variable Rate (rate may vary)

Note: 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.



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Sample Payroll Expense Documentation

Payroll expenses must be supported by a payroll register and proof of payment from the bank, such as a bank statement, cancelled check, or bank transaction history.

Sample of registered payroll register summary

Sample proof of payroll payment from the bank

| PAYROLL SUMMARY TOTALS | | | | NET PAY \$10,592.31 | | | | | |
|------------------------|---------------|--------------------|---------------------|-----------------------------|-------------------|--------------------|-----------------------------|-------------------|--------------------|
| EARNINGS | VALUES | PERIOD | YTD | EMPLOYEE TAXES & DEDUCTIONS | PERIOD | YTD | EMPLOYER TAXES & DEDUCTIONS | | |
| ITEM | | | | ITEM | | | | | |
| REGULAR | 186.32 | \$7,416.50 | \$101,050.08 | 401K-15 | \$425.00 | \$4,575.00 | CO-DMTK | \$193.08 | \$2,477.12 |
| SALARY | 173.34 | \$5,511.67 | \$40,116.70 | DISAB-CA | \$138.18 | \$1,488.42 | CO-FICA | \$858.76 | \$9,691.80 |
| HOLIDAY | | \$1.00 | \$883.60 | FED WTH | \$1,161.99 | \$12,611.29 | CO-MEDC | \$200.34 | \$2,125.31 |
| SICK | 3.00 | \$200.00 | \$1,105.80 | FICA | \$186.70 | \$9,091.80 | CO UNEM-CA | \$21.47 | \$1,833.49 |
| Vacay | | \$886.40 | \$3,488.00 | MEDFICA | \$206.34 | \$2,126.31 | FIBER | \$0.00 | \$0.00 |
| | | | | STATE-CA | \$423.05 | \$3,919.52 | FUTA | \$4.95 | \$423.11 |
| | | | | TRAN-CA | | | | \$0.83 | \$79.04 |
| TOTAL: | 267.56 | \$13,817.57 | \$140,841.08 | | \$3,225.20 | \$33,590.34 | | \$1,277.98 | \$16,622.37 |

*Non-Cash Earnings are not included in the Net Pay amount, but are included in the Period Earnings and YTD Totals.

| CASH REQUIREMENTS | | TOTAL CASH REQUIREMENTS \$15,095.55 | |
|----------------------------------|--------------------|-------------------------------------|-----------------|
| ELECTRONIC PAYMENTS | OTHER PAYMENTS | | |
| Direct Deposit Total | \$10,592.31 | Paid By Check | \$0.00 |
| Employee Taxes | \$2,800.26 | Employee Deductions | \$423.09 |
| Employer Taxes | \$1,688.29 | Employer Deductions | \$103.63 |
| AMOUNT TRANSMITTED ON 08/12/2020 | \$14,476.86 | TOTAL: | \$618.69 |



10/27/2020 U.S. Bank - Account Dashboard

us bank Log Out

I'd Like to... Corporate (Checking) - [Manage Nickname](#)

Account Summary

Available balance today, 11:39 a.m. **\$28,787.19**

Account Activity

Transactions [Print Transactions](#) | [Download Transactions](#)

Show The Past / per page of 6

| Date | Description | Check # | Deposits | Withdrawals | Account Balance |
|------------|---------------------------------------|---------|----------|-------------|-----------------|
| 09/21/2020 | Electronic Deposit Month Bankcard | | | | |
| 08/20/2020 | Electronic Deposit Month Bankcard | | | | |
| 08/19/2020 | Deposit | | | | |
| 08/19/2020 | Deposit | | | | |
| 08/19/2020 | Deposit | | | | |
| 08/19/2020 | Electronic Deposit Month Bankcard | | | | |
| 08/19/2020 | Electronic Deposit Month Bankcard | | | | |
| 08/18/2020 | Electronic Deposit Month Bankcard | | | | |
| 08/17/2020 | Check | | | | |
| 08/14/2020 | Electronic Deposit Month Bankcard | | | | |
| 08/13/2020 | Check | 1010 | | | |
| 08/12/2020 | Electronic Withdrawal Payroll Service | | | | |

\$14,476.86



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Sample Utility Expense Documentation

Utility expenses must be supported by an invoice (or itemized receipt) and proof of payment from the bank, such as a bank statement, cancelled check, or bank transaction history. The address on the utility bill must match the business address.

Sample of utility invoice

EDISON
SOUTHERN CALIFORNIA
An EDISON INTERNATIONAL Company

For billing and service inquiries:
1-800-950-7788
www.scc.com

Your electricity bill
Page 1 of 4

Customer account: [Redacted] Rotating outage: Group A072
Service account: [Redacted] Date bill prepared: 04/21/20

Amount due \$1,116.91

Your account summary

| | | |
|-----------------------------|-------------------|---|
| Previous Balance | \$622.59 | In order to pay your total payment extension balance of \$622.59 on time, you will need to pay by 06/09/20. Your total new charges of \$494.32 are due by 05/11/20. Your payment extension will be cancelled if we do not receive your payment by 5 p.m. on the date specified and your service may be disconnected without further notice. |
| Payment extension amount | \$622.59 | |
| Your new charges | \$494.32 | |
| Total amount you owe | \$1,116.91 | |

Your cost varies by time of day

| Winter cost periods (Oct 01-May 31) | |
|-------------------------------------|---------------------|
| Weekdays | Weekends & Holidays |
| Mid peak 4pm - 9pm | 4pm - 9pm |
| Off peak 12am - 6am | 12am - 6am |
| 5pm - 12am | 5pm - 12am |
| Super off peak 8am - 4pm | 8am - 4pm |



Sample proof of utility payment from the bank

May 31, 2020 Page 2 of 9

WELLS FARGO

Wells Fargo Business Choice Checking

Statement period activity summary

| | |
|-------------------------------|--------------------|
| Beginning balance on 5/1 | \$0.00 |
| Deposits/Credits | 31,734.83 |
| Withdrawals/Debits | - 4,548.93 |
| Ending balance on 5/31 | \$27,185.90 |

Average ledger balance this period: \$19,235.81

Overdraft Protection: Savings -

Transaction history

| Date | Check Number | Description | Deposits/Credits | Withdrawals/Debits | Ending daily balance |
|------|--------------|---|------------------|--------------------|----------------------|
| 5/1 | | Account Transferred From | 15,706.18 | | 15,706.18 |
| 5/4 | | Beyond CR CD Dep Beac Rmtf - Huntington | | | |
| 5/4 | | Beyond CR CD Dep Beac Rmtf - Huntington | | | |
| 5/4 | | Beyond CR CD Dep Beac Rmtf - Huntington | | | |
| 5/4 | | Beyond Merch Fees Huntington Beac Rmtf - | | | |
| 5/4 | | So Calif Edison Payments | | | |
| 5/5 | | = Business to Business ACH Debit - Vantiv Into Pmnt Billing | | | |
| 5/6 | | = Business to Business ACH Debit - | | | |
| 5/11 | | Recurring Transfer to | | | |
| 5/12 | | So Cal Edison CO Bill Chocosa | | | 1,116.91 |

Note: If utilities were 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.