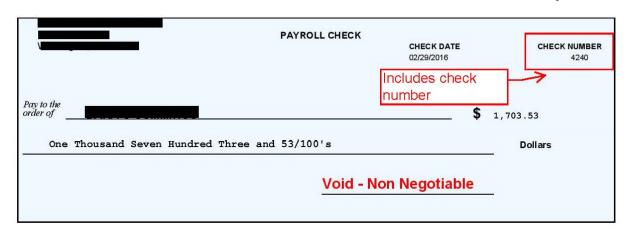
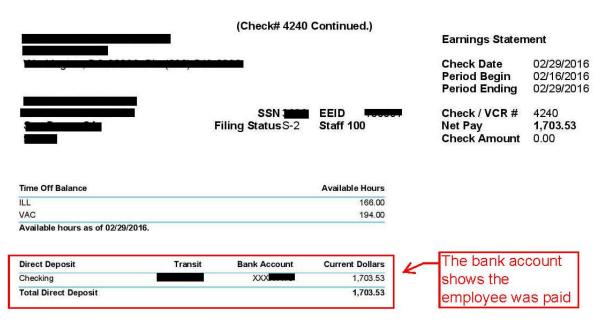
Examples of Proof of Payment - Personnel

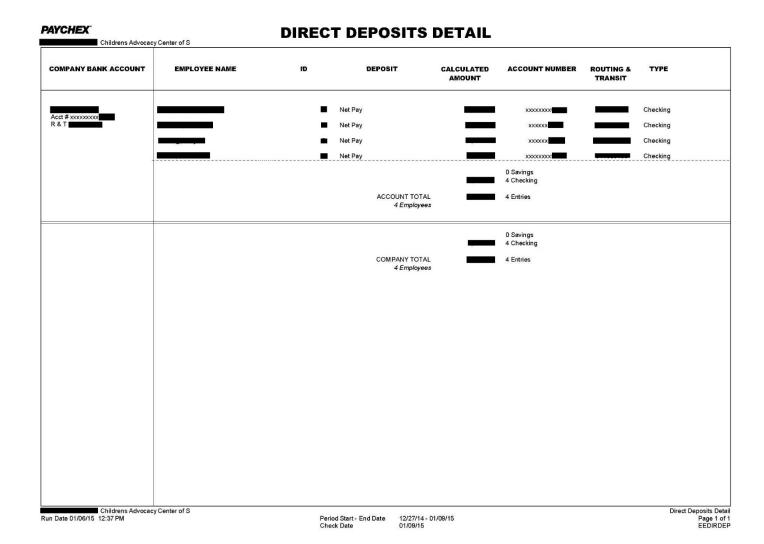
Example of Direct Deposit 1- from a full service payroll company such as ADP, Paycheck, etc.





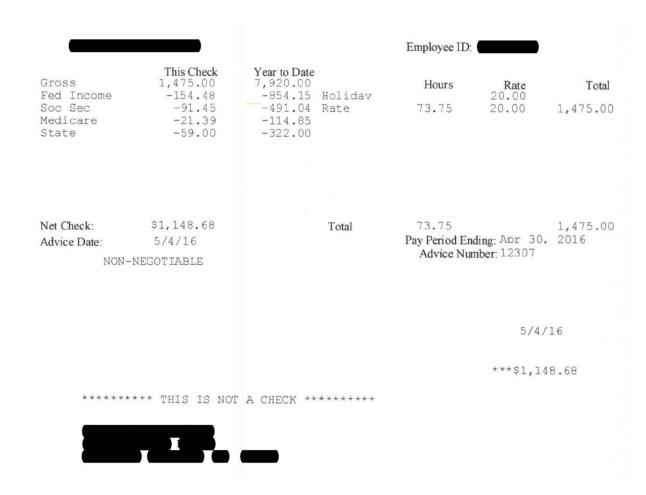
For personnel where the individual is paid through direct deposit the easiest way to show the correct documentation is through a paystub. The paystub shows the routing and bank account number to prove the individual as paid. This step ensure that employees are being paid. Please remember to black out any confidential information (i.e. social security number, bank account number) However this document does not provide info for the detailed deductions (such as payroll taxes and benefits), only net payroll information. Thus it needs to be combined with Direct Deposit detail on the next slide.

Example 1 of Direct Deposits Detail



If paystubs are not available a ACH or Direct Deposit Detail may be submitted. ACH and Direct Deposit Detail's contain the required information since they show that the direct deposit has gone through with the listing of the routing and account number. This step ensure that employees are being paid. Please remember to black out any confidential information (i.e. social security number, bank account number)

Example of Direct Deposit 2- printed for the employee and sent to the bank to request the Direct Deposit



For personnel where the individual is paid through direct deposit the easiest way to show the correct documentation is through a paystub. However this paystub does not show the routing and bank account number so to prove the individual was paid you must provide a copy of the grantee bank statement as well. If multiple payroll checks are deducted from the grantee bank statement in one lump sum, attach a copy of the payroll earnings report indicating the total amount (see next slide). Please remember to black out any confidential information (i.e. social security number, bank account number)

Example 2 of Payroll Earnings Report

Children's Advocacy Center Payroll Earnings Report For the Period From May 1, 2016 to May 31, 2016

	Masked SS					Fed					Soc_Sec_	Medicare_
Employee ID	No	Date	Ck#	Amount	Gross	Income	Soc_Sec	Medicare	State	Mileage	ER	ER
Employee 1	XXX-XX-XXXX	5/4/16	12304	126.98	137.50		-8.53	-1.99			-8.53	-1.99
Employee 2	XXX-XX-XXXX	5/4/16	12305	391.13	409.50		-25.39	-5.94		12.96	-25.39	-5.94
Employee 3	XXX-XX-XXXX	5/4/16	12306	2,684.91	3,212.00	-196.38	-199.14	-46.57	-85.00		-199.14	-46.57
Employee 4	XXX-XX-XXXX	5/4/16	12307	1,148.68	1,475.00	-154.48	-91.45	-21.39	-59.00		-91.45	-21.39
Report Date Tota	ıl			4,351.70	5,234.00	-350.86	-324.51	-75.89	-144.00	12.96	-324.51	-75.89

This amount must match lump sum deduction from bank statement

This report would prove the paystub on the previous slide was part of a larger payroll run and support the one lump sum being deducted from the bank statement for payroll. If multiple payroll checks are deducted from your bank statement in one lump sum, attached a copy of the payroll earnings report or payroll register indicating the total amount. Please remember to black out any confidential information (i.e. social security number, bank account number)

Fringe Benefit Reporting

- FICA taxes, unemployment taxes, workers compensation insurance and any other type of insurances, PAID by the employer only, must clearly be defined (for each employee; not in total) on a payroll earnings report, general ledger or other support documentation. NCA can only reimburse for gross salaries (employer FICA taxes and employer paid benefits).
- Taxes and all benefits must be allocated to the grant in the same manner as salaries and only for employees approved under the grant. (Example: if 20% of salaries were allocated for an employee then only 20% of taxes and benefits can be allocated.)

Reimbursement Proof of Payment Examples

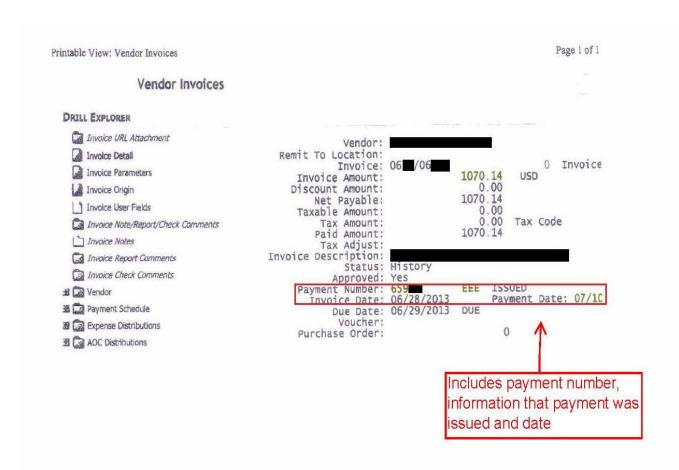
EXAMPLE OF ELECTRONIC BILL PAY SERVICE

Bill Payments 05/01/16 to 05/31/16

Process Date	Vendor	Invoice	Payment Reference	Payment Method	Disbursement Reference	Amount Doc
05/04/16	Cloudbase Foundation	Apr2016Cloudba	seP16050301 - 4717606	Bill.com EFT	015JOCQPRKGDJMB	(\$ 387.00) <u>image</u>
05/04/16	Crystal Clear Solutions, LLC	12996	P16050301 - 4680379	Bill.com EFT	015FCJQEAOGDJMD	(\$ 1,274.50) <u>image</u>
05/04/16	Flashbay, Inc.	IN592270	P16050301 - 4680300	Bill.com Chec	k 11834335	(\$ 1,261.00) <u>image</u>

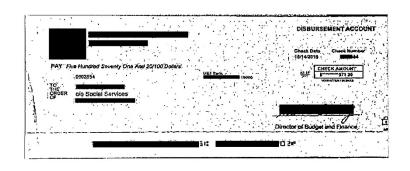
This report would prove the a vendor has been paid through an online bill pay service. A copy of the detailed invoice and bank statement proving the amount of the invoice was deducted would be needed. Please remember to black out any confidential information.

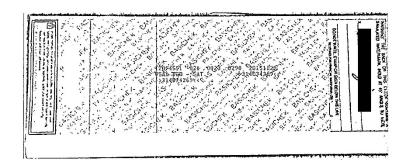
Example of Direct Deposit- Vendor Invoice



For some larger organizations like hospitals the direct deposit information may show up as a vendor invoice. The following example is allowable since it shows the payment number, "EEE", information about the payment being issued, and payment date.

Example of Reimbursement Canceled Check



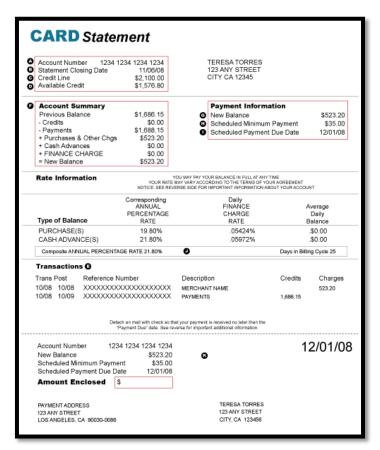


If someone is reimbursed through a check a copy of the canceled check will need to be provided to ensure that the individual receiving the check deposited the money. Both front and back of check needs to be provided.

REMINDER: You should NEVER sign your own check or initiate a direct deposit without written board approval.

Proof of Payment Examples for Purchases

Examples of Items Purchased with Credit Cards



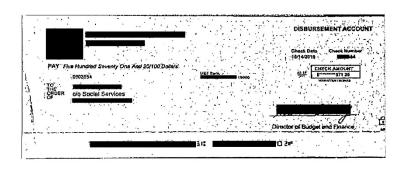


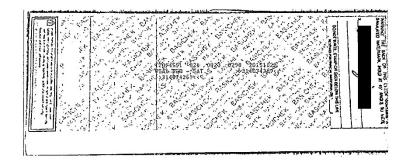


If something is purchased through a company credit card we will need to see the receipt (proof of expense), the credit card statement.

Please be mindful that the grantee needs to confirm that the credit card purchase was made on the organizational card and is able to present evidence that the credit card was paid during an audit.

Examples of Items Purchased with Checks





If something is purchased through a check we will need to see the receipt (proof of expense) and a copy of the canceled check.