

Examples of Proof of Payment - Personnel

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

PAYROLL CHECK

CHECK DATE 02/29/2016

CHECK NUMBER 4240

Includes check number

Pay to the order of [REDACTED] \$ 1,703.53

One Thousand Seven Hundred Three and 53/100's Dollars

Void - Non Negotiable

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.

(Check# 4240 Continued.)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SSN [REDACTED] EEID [REDACTED]

Filing Status S-2 Staff 100

Earnings Statement

Check Date 02/29/2016
 Period Begin 02/16/2016
 Period Ending 02/29/2016

Check / VCR # 4240
 Net Pay 1,703.53
 Check Amount 0.00

Time Off Balance	Available Hours
ILL	166.00
VAC	194.00

Available hours as of 02/29/2016.

Direct Deposit	Transit	Bank Account	Current Dollars
Checking	[REDACTED]	XXX [REDACTED]	1,703.53
Total Direct Deposit			1,703.53

The bank account shows the employee was paid

Example 1 of Direct Deposits Detail



Childrens Advocacy Center of S

DIRECT DEPOSITS DETAIL

COMPANY BANK ACCOUNT	EMPLOYEE NAME	ID	DEPOSIT	CALCULATED AMOUNT	ACCOUNT NUMBER	ROUTING & TRANSIT	TYPE
[REDACTED] Acct # xxxxxxxx [REDACTED] R & T [REDACTED]	[REDACTED]	[REDACTED]	■ Net Pay	[REDACTED]	xxxxxxx [REDACTED]	[REDACTED]	Checking
	[REDACTED]	[REDACTED]	■ Net Pay	[REDACTED]	xxxxxxx [REDACTED]	[REDACTED]	Checking
	[REDACTED]	[REDACTED]	■ Net Pay	[REDACTED]	xxxxxxx [REDACTED]	[REDACTED]	Checking
	[REDACTED]	[REDACTED]	■ Net Pay	[REDACTED]	xxxxxxx [REDACTED]	[REDACTED]	Checking
					0 Savings 4 Checking		
				ACCOUNT TOTAL 4 Employees	[REDACTED]	4 Entries	
					0 Savings 4 Checking		
				COMPANY TOTAL 4 Employees	[REDACTED]	4 Entries	

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

[REDACTED] Employee ID: [REDACTED]

Gross	This Check	Year to Date	Hours	Rate	Total
	1,475.00	7,920.00			
Fed Income	-154.48	-854.15	73.75	20.00	1,475.00
Soc Sec	-91.45	-491.04			
Medicare	-21.39	-114.85			
State	-59.00	-322.00			

Net Check:	\$1,148.68	Total	73.75	1,475.00
Advice Date:	5/4/16	Pay Period Ending:	Apr 30, 2016	
	NON-NEGOTIABLE	Advice Number:	12307	

5/4/16

***\$1,148.68

***** THIS IS NOT A CHECK *****

[REDACTED]

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

Employee ID	Masked SS No	Date	Ck #	Amount	Gross	Fed Income	Soc_Sec	Medicare	State	Mileage	Soc_Sec_ER	Medicare_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 Total				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	Apr2016Cloudbase	P16050301 - 4717606	Bill.com EFT	015JOCQPRKGDJMB	(\$ 387.00)	image
05/04/16	Crystal Clear Solutions, LLC	12996	P16050301 - 4680379	Bill.com EFT	015FCJQEAOGDJMD	(\$ 1,274.50)	image
05/04/16	Flashbay, Inc.	IN592270	P16050301 - 4680300	Bill.com Check	11834335	(\$ 1,261.00)	image

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

Printable View: Vendor Invoices

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Vendor Invoices

- DRILL EXPLORER
 - Invoice URL Attachment
 - Invoice Detail
 - Invoice Parameters
 - Invoice Origin
 - Invoice User Fields
 - Invoice Note/Report/Check Comments
 - Invoice Notes
 - Invoice Report Comments
 - Invoice Check Comments
 - Vendor
 - Payment Schedule
 - Expense Distributions
 - AOC Distributions

Vendor: [REDACTED]
Remit To Location: [REDACTED]
Invoice: 06 [REDACTED] / 06 [REDACTED] 0 Invoice
Invoice Amount: 1070.14 USD
Discount Amount: 0.00
Net Payable: 1070.14
Taxable Amount: 0.00
Tax Amount: 0.00 Tax Code
Paid Amount: 1070.14
Tax Adjust: [REDACTED]
Invoice Description: [REDACTED]
Status: History
Approved: Yes
Payment Number: 659 [REDACTED] EEE ISSUED
Invoice Date: 06/28/2013 Payment Date: 07/10
Due Date: 06/29/2013 DUE
Voucher: [REDACTED]
Purchase Order: 0

Payment Number: 659 [REDACTED] EEE ISSUED
Invoice Date: 06/28/2013 Payment Date: 07/10

Includes payment number, information that payment was issued and date

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

DISBURSEMENT ACCOUNT

Check Date: 10/14/2019 Check Number: 000044

PAY Five Hundred Seventy One And 20/100 Dollars

TO THE ORDER OF: c/o Social Services

CHECK AMOUNT: \$571.26

Director of Budget and Finance

Signature strip with a signature and the text: "I HEREBY CERTIFY THAT THE SIGNATURE OF THE SIGNER IS THE SIGNATURE OF THE SIGNER OF THIS CHECK."

MICR line: ⑆004591 ⑆128 ⑆0023 ⑆0290 ⑆0151020⑆
⑆314074269⑆⑆⑆

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

CARD Statement

Account Number 1234 1234 1234 1234
 Statement Closing Date 11/06/08
 Credit Line \$2,100.00
 Available Credit \$1,576.80

TERESA TORRES
 123 ANY STREET
 CITY CA 12345

Account Summary

Previous Balance	\$1,686.15
- Credits	\$0.00
- Payments	\$1,686.15
+ Purchases & Other Chgs	\$523.20
+ Cash Advances	\$0.00
+ FINANCE CHARGE	\$0.00
= New Balance	\$523.20

Payment Information

New Balance	\$523.20
Scheduled Minimum Payment	\$35.00
Scheduled Payment Due Date	12/01/08

Rate Information

YOU MAY PAY YOUR BALANCE IN FULL AT ANY TIME
 YOUR RATE MAY VARY ACCORDING TO THE TERMS OF YOUR AGREEMENT
 NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION ABOUT YOUR ACCOUNT

Type of Balance	Corresponding ANNUAL PERCENTAGE RATE	Daily FINANCE CHARGE RATE	Average Daily Balance
PURCHASE(S)	19.80%	.05424%	\$.00
CASH ADVANCE(S)	21.80%	.05972%	\$.00

Composite ANNUAL PERCENTAGE RATE 21.80% Days in Billing Cycle 25

Transactions

Trans Post	Reference Number	Description	Credits	Charges
10/08	10/08	XXXXXXXXXXXXXXXXXXXX MERCHANT NAME		523.20
10/08	10/09	XXXXXXXXXXXXXXXXXXXX PAYMENTS	1,686.15	

Detach an mail with check so that your payment is received no later than the "Payment Due" date. See reverse for important additional information.

Account Number 1234 1234 1234 1234
 New Balance \$523.20
 Scheduled Minimum Payment \$35.00
 Scheduled Payment Due Date 12/01/08

Amount Enclosed \$

PAYMENT ADDRESS
 123 ANY STREET
 LOS ANGELES, CA 90030-0086

TERESA TORRES
 123 ANY STREET
 CITY, CA 123456



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

DISBURSEMENT ACCOUNT

Check Date: 10/14/2019 Check Number: 000044

PAY Five Hundred Seventy One And 20/100 Dollars

TO THE ORDER OF: Social Services

CHECK AMOUNT: \$571.26

Director of Budget and Finance

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

⑆004591 428 0023 0290 0011020
⑆21074269400

STATE OF NEW YORK

UNIVERSITY MICROFILMS INTERNATIONAL