



## Capital Projects Fund – Community Center Digital Connect Grant Program

### Monthly Expenditure Reporting

#### Expenditure Reporting

A detailed, monthly Expenditure Report (see page 4) is due on the 1st of each month. Expenditure Reports and supporting documentation must be emailed to CPF Grant & Compliance Manager, Susan Wilkerson, at [swilkerson@njstatelib.org](mailto:swilkerson@njstatelib.org), with a copy to the State Library’s general grants inbox at [grants@njstatelib.org](mailto:grants@njstatelib.org).

Expenditure Reports must list **all** eligible expenditures that are paid for with/reimbursed from grant funds during the month of the specific reporting period. Please refer to the Community Center Digital Connect Grant Guidelines and 2 CFR 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* for more information on eligible costs.

Expenditure Reports must be **signed by an Authorized Signatory**.

Expenditure Reports must include copies of all **invoices and proofs of payment**. Make sure the invoices clearly identify the project and that all pages of the invoice are included. Copies of invoices should be placed in the order that they are listed on the Expenditure Report. Grantee obligations such as vendor contracts and purchase orders do not need to be submitted with the Expenditure Report but must be kept on file and available for review.

Expenditure Reports must include (where applicable) **AIA construction documents**. Make sure the AIA construction documents include all necessary approvals (i.e., Contractor, Notary, Architect, Grantee) and include all pages.

Expenditure Reports must include (where applicable) the **salary, wage and fringe benefits paid to staff** working on the CPF project. Make sure the salary, wage, and fringe benefits paid to staff are listed after vendor invoices on the Expenditure Report. Payroll certifications should be placed in the order that they are listed on the Expenditure Report. For each payroll certification completed for staff members (see *Reporting Time and Effort for Grantee Staff* below), a corresponding line must appear on the Expenditure Report:

- Under *Payee Name* enter the employee’s name
- Under *Type/Description of Goods or Service*, enter “see payroll certification”
- Under both *Invoice Number* and *Invoice Date*, leave blank
- Under both *Total Amount of Invoice* and *Amount to be reimbursed by CPF*, enter the total salary + fringe allocated to CPF grant from the salary certification;

**Reporting Time and Effort for Grantee Staff**

Salaries, wages and fringe benefits for grantee staff working on the CPF project are eligible expenses if such costs were included in the grantee’s approved project plan and budget. Grantees who included such costs must account for and certify staff time spent working on the CPF project. Requests for reimbursement of these costs require two supporting documents:

- 1) **Timesheet** – you may use the timesheets included with the requisition forms, or use a timesheet from your organization provided that it includes similar information. All timesheets must include the following information:
  - a) **Full-Time Staff:** already employed by the grantee carrying out normal duties in addition to CPF grant-specific work, or new full-time staff hired specifically to work on the CPF Project.
    - i) For each pay period, include the following:
      - (1) Dates included in the pay period
      - (2) Date employee was paid
      - (3) Total amount paid to the employee
      - (4) The percentage of time spent working specifically on the CPF project and the percentage of time spent working on other daily duties (total should equal 100%)
      - (5) Description of work performed on the CPF project
      - (6) Organization fringe benefit rate for full-time staff if requesting reimbursement for fringe benefits If you are not requesting reimbursement for fringe benefits please enter zero in cell B32.
    - ii) The form must be signed by the employee who performed the work.
    - iii) The form must be approved by the employee’s supervisor.
    - iv) The supervisor must have first-hand knowledge of the work performed by the employee.
    - v) Separate timesheets must be completed for each employee.
  - b) **Part-Time Staff:** hourly, part-time staff either hired exclusively to work on the CPF project, or current part-time staff engaged in activities related to the CPF grant.
    - i) For each week, include the following:
      - (1) Hourly wage paid to employee (enter in cell B15)
      - (2) Exact day or dates worked on the CPF project
      - (3) Actual hours worked per day, week, or month on the CPF project
      - (4) Description of work performed
      - (5) Fringe benefit/FICA rate for part-time staff if requesting reimbursement for fringe benefits (If you are not requesting reimbursement for fringe benefits/FICA enter zero in cell I29).
      - (6) Description of work performed on the CPF project
    - ii) The form must be signed by the employee who performed the work.
    - iii) The form must be approved by the employee’s supervisor.
    - iv) The supervisor must have first-hand knowledge of the work performed by the employee.
    - v) Separate timesheets must be completed for each employee.

- 2) Proof of Compensation and Distribution** – Grantees are required to submit payroll records that demonstrate that the employee was actually compensated for work performed on the CPF grant project. The payroll department for your organization should be able to generate the reports that are required.

Payroll records that are in accordance with your organization’s accounting practices and are approved by a responsible official of your organization may be used for this purpose.

Please do not include any employee personally identifiable information such as social security number, birth date or home address.

Payroll records must:

- a) Reflect an after-the-fact distribution of the actual activity of each employee;
- b) Account for the total activity for which each employee is compensated;
- c) Be prepared at least monthly and must coincide with one or more pay periods;
- d) Represent actual costs;
- e) Be confirmed by responsible persons with suitable means of verification that the work was performed.

**Capital Projects Fund - Community Center Digital Connect Grant Program**

**EXPENDITURE REPORT**

Grantee Name: Township Public Library

Grant Agreement Number: 2024- 1234

Reporting Period (month/year): October 2024

	Payee Name	Type/Description of Goods or Service	Invoice Number	Invoice Date	Payment Date	Total Amount of Invoice	Amount to be reimbursed by CPF
1	Tech LLC	13 Laptops - Make, Model	A5789	10/2/2024	10/12/2024	\$13,000.00	\$13,000.00
2	Construction Co.	Final payment to construction company	3456	10/8/2024	10/12/2024	\$100,000.00	\$70,000.00
3	Jane Doe	See payroll certification				\$20,000.22	\$20,000.22
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
						<b>TOTAL</b>	<b><u>\$103,000.22</u></b>

By signing this requisition, I certify to the best of my knowledge and belief that the requisition and supporting documentation are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award and the Grant Agreement executed in connection with this grant award. **I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001, and Title 31, Sections 3729-3730 and 3801-3812).**

\_\_\_\_\_  
Authorized Signature of Grantee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name