# 2023-2024 Operations Support (OS) Documentation Summary Sheet for: Staff Costs

Agency Name	
Name of Person Who Prepared this Report	Food Bank ID
Phone or email	County

- Complete this sheet for documenting Staff costs and attach it to the required documentation.
- This form must be returned with required documentation no later than May 31, 2024.
- Anticipated payments are not allowable.
- The eligible time period is July 1, 2023 through May 31, 2024.
- The hours **worked** must fall after July 1, 2023.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2024.

# STAFF COSTS: Required forms of documentation are: copies of third-party payroll registers (such as ADP); OR time cards, supported by copies of <u>bank-canceled</u> payroll checks.

List the name of the person who does the direct food service\_

List the date and amount of each pay check issued to this person for the period worked July 1, 2023 through May 31, 2024.

PAY DATE	AMOUNT		PAY DATE	AMOUNT
		_		
		-		
		-		
		-		
		-		
		-		
sub total			TOTAL:	

Total Pay \$\_\_\_\_\_ X \_\_\_\_% Food Service Work = \_\_\_\_\_ OS Expenses.

% Food Service Work is the percentage indicated on your signed budget form, taken from your application.

### 2023-2024 Operations Support (OS) Documentation Summary Sheet for: <u>Space Costs</u>

Agency Name	-
Name of Person Who Prepared this Report	Food Bank ID
Phone or email	County
• Complete this sheet for documenting Space costs and attach it to the	e required documentation.

- This form must be returned with required documentation no later than May 31, 2024.
- Anticipated payments are not allowable
- The eligible time period is July 1, 2023 through May 31, 2024.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2024.

#### SPACE COSTS: Provide copies of <u>bank-canceled</u> rent checks or paid receipts.

#### Organization Name that rent payments were made to \_\_\_\_\_

CHECK	CHECK	AMOUNT OF CHECK
NUMBER	DATE	
	TOTAL	

Total Paid \$\_\_\_\_\_X \_\_\_% Space Used for Food Service = \$\_\_\_\_\_OS Expenses.

% Space Used for Food Service is the percentage indicated on your signed budget form, taken from your application.

### 2023-2024 Operations Support (OS) Documentation Summary Sheet for: <u>Utility Costs</u>

- Complete this sheet for documenting Utility costs and attach it to the required documentation.
- This form must be returned with required documentation no later than May 31, 2024.
- Anticipated payments are not allowable
- The eligible time period is July 1, 2023 through May 31, 2024.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2024.
- Utility expenses must be <u>incurred</u> after July 1, 2023.

UTILITY COSTS: Required forms of documentation are copies of utility bills showing billing period AND copies of <u>bank-canceled</u> checks verifying payment of the bills (a subsequent bill showing payment can also be accepted).

List the billing period of each utility bill, the amount of each utility bill, and the check number used to pay it for the period of July 1, 2023 through May 31, 2024. If you are submitting documentation for more than one utility company, fill out an itemized list for each company.

Utility Company:

BILLING PERIODAMOUNTCHECK NUMBERIII <th></th> <th></th> <th></th>			
	BILLING	AMOUNT	CHECK
	PERIOD		NUMBER
TOTAL			
	TOTAL		

Utility Company:\_\_\_\_\_

BILLING	AMOUNT	CHECK
PERIOD		NUMBER
TOTAL		

Total paid \$\_\_\_\_\_ X \_\_\_% Utilities Used For Food Service = \$\_\_\_\_\_OS Expenses.

% Utilities Used for Food Service is the percentage indicated on your signed budget form, taken from your application.

#### 2023-2024 Operations Support (OS) **Documentation Summary Sheet for: Food Service Paper Products and Other Supplies**

Agency Name

 Name of Person Who Prepared this Report\_\_\_\_\_
 Food Bank ID \_\_\_\_\_

Phone or email County

- Complete this sheet for documenting Food Service Paper Product costs and attach it to the required • documentation.
- This form must be returned with required documentation no later than May 31, 2024. ٠
- Anticipated payments are not allowable. •
- The eligible time period is July 1, 2023 through May 31, 2024. ٠
- Unspent funds must be returned to the Regional Food Bank by May 31, 2024. ٠

#### FOOD SERVICE PAPER PRODUCTS AND OTHER SUPPLIES COSTS: Required documentation includes copies of paid vendor invoices or register receipts with allowable items checked and copies of bank-canceled checks if paid by check.

Invoice Date	Vendor	Check Number	Total charge for OS items only	<ul> <li>OS Items Include:</li> <li>disposable plates, cups</li> <li>plastic utensils</li> </ul>
				plastic wrap
				• aluminum foil
				• foil baking/roasting pans
				• foil steam table pans
				disposable food container
				<ul> <li>food service gloves</li> </ul>
				• paper bags, plastic bags,
				reusable grocery bags
				used to pack food for foo
				pantry clients
				Thermal blankets
				* Food Pantries may only claim
				grocery bags for packing pantry
				bags, food service gloves, as
			\$	well as thermal blankets

## Masks are NOT allowable

## 2023-2024 Operations Support (OS)

#### **Documentation Summary Sheet for:** <u>Food Service Equipment</u>

 Agency Name\_\_\_\_\_

 Name of Person Who Prepared this Report\_\_\_\_\_
 Food Bank ID \_\_\_\_\_\_

 Phone or email\_\_\_\_\_
 County\_\_\_\_\_\_

 • Complete this sheet for documenting Food Service Equipment costs and attach it to the required documentation.

- This form must be returned with required documentation no later than May 31, 2024.
- Anticipated payments are not allowable
- The eligible time period is July 1, 2023 through May 31, 2024.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2024.

# EQUIPMENT COSTS: Required documentation includes a copy of paid vendor invoice as well as paid receipt or <u>bank-canceled</u> check if paid by check. Please complete the chart below.

NAME OF VENDOR	ITEM	MODEL #	SERIAL #	QUANTITY	COST

### 2023-2024 Operations Support (OS)

#### **Documentation Summary Sheet for:** <u>**Transportation, Option 1: Mileage</u></u></u>**

Agency Name	
Name of Person Who Prepared this Report	Food Bank ID
Phone or email	County
• Complete this sheet for decomparting Mileses easts	and attach it to the negrined decommentation

- Complete this sheet for documenting Mileage costs and attach it to the required documentation.
- This form must be returned with required documentation no later than May 31, 2024.
- Anticipated payments are not allowable.
- The eligible time period is July 1, 2023 through May 31, 2024.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2024.

**OPTION #1**: Transportation Mileage Costs. You may be reimbursed for mileage for transportation of HPNAP food to your emergency feeding site. Mileage can be claimed for picking up an <u>order</u> from the Food Bank Warehouse and/or a Food Bank Delivery site, but mileage cannot be claimed for picking up food other than an order from the Food Bank. Food deliveries directly to your clients is also allowable.

For Mileage documentation, include a log showing dates, destinations, odometer readings and mileage traveled. The log must be signed by the driver and endorsed by the agency supervisor authorizing the expense. Copies of <u>bank-canceled</u> checks or signed receipts must be provided as proof of payment. (Receipts for tolls may be reimbursed if attached, but not gas receipts.)

 Total Miles
 X \$0.655 Per Mile= \$\_\_\_\_\_\_Total Mileage

Plus Total of Tolls \_\_\_\_\_ = \$\_\_\_\_ Total Cost for Transportation.

DATE	PAID TO	CHECK #	AMOUNT
		TOTAL	

## 2023-2024 Operations Support (OS)

#### **Documentation Summary Sheet for:** <u>**Transportation, Option 2: Rental Costs</u></u></u>**

Agency Name	
Name of Person Who Prepared this Report	Food Bank ID
Phone or email	County

- Complete this sheet for documenting Vehicle Rental costs and attach it to the required documentation.
- This form must be returned with required documentation no later than May 31, 2024.
- Anticipated payments are not allowable
- The eligible time period is July 1, 2023 through May 31, 2024.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2024.

**OPTION #2:** Transportation Rental Costs. You may only be reimbursed for rental costs <u>from a vehicle rental</u> <u>company</u> for transportation of HPNAP food to your emergency feeding site. Rental costs can be claimed for picking up an <u>order</u> from the Food Bank Warehouse and/or a Food Bank Delivery site, but not for picking up other food. Food deliveries directly to your clients is also allowable.

# For Rented Vehicles provide a list of the dates, destinations, paid rental invoices, gas receipts, and toll receipts PLUS copies of <u>bank-canceled</u> checks if paid by check.

Rental Date	Destination	RENTAL AMOUNT	GAS	TOLLS	TOTAL FOR EACH TRIP
	TOTALS				

Totals:	\$+	-	+	=	Total Cost \$
	Rental Total	Toll Total	Gas Total		