

Reporting and Documenting Prior Month's Expenditures or Reimbursements Using Child Care Strong Funding

Expenditures made in any approved expense category from the beginning of the pandemic (after January 31, 2020) until the present date can be claimed and "reimbursed" to your center's business account using a few simple steps. This means that you can use funds received from Child Care Strong to pay your business back, or reimburse your business for allowable expenses from previous months. Think of this as a refund of money you have already spent. Once you have documented these prior expenses and reported how your CCS monthly award was applied to allowable expenses, that cash is now available for use from your business account for anything **needed to operate your program**. **The two examples below will illustrate how to do this and how to report this on your monthly expense reports.**

Example 1 Spending from a Single Business Account: ABC Child Care Center wants to claim reimbursement of mortgage payments that were paid from February 2020 until February 2022. The center gathers bank statements showing mortgage payments made in that time frame that totaled \$48,200.00. The center has one bank account for regular operating funds and Child Care Strong Grant funds are deposited into that account. No transfer of funds is needed however, the center must show documentation of this reimbursement in their budget or accounting documents or provide a written statement that \$48,200.00 was reimbursed and attach this written statement to the bank statements. In the CCS monthly expense report, the reimbursed amount of \$48,200.00 will be included in the **Mortgage/Rent/Utilities block**, and the center states "mortgage reimbursement from February 2020-February 2022" in the **Summary of Expenditures block** to include a brief description of that expense.

Example 2 Spending from a Child Care Strong-Only Account: 123 Child Care Center wants to claim reimbursement of payroll expenses that were paid from February 2020-February 2022. The center received the Paycheck Protection Program (PPP) to cover payroll costs from July 2020-December 2020, so those months cannot be claimed in the reimbursement, as they were paid for by other federal funds. The center gathers payroll printouts from February 2020-June 2020, and January 2021-February 2022. The total expenses for these months are \$120,568.22. This amount is more than the center's monthly award amount so the center will have to break down the reimbursements into smaller amounts to be claimed over the next 3 months. The center opened a separate account for Child Care Strong funds only. To reimburse the center, the center can write a check to the center from the CCS account to be deposited into the center's regular business account, or the center may transfer funds. The center decides to claim reimbursement for February 2020-June 2020 in the first month which totals \$34,788.92. In the CCS monthly expense report, the reimbursed amount of \$34,788.92 is included in the **Personnel Costs block**, and the center states that "salary reimbursement from February 2020-June 2020" in the **Summary of Expenditures block** to be included in the brief description of expenditures. Documentation of this reimbursement may be the payroll printout for the months of February 2020-June 2020 with a copy of the check or bank transfer attached.

Example 1 Reporting:

Mortgage/Rent/Utilities/Improvements/Insurance *

Please enter the amount used for mortgage/rent/utilities/improvements/insurance costs during April 2022. Please do not enter any words in this box-this is for dollar amounts only. This includes any amount you are billing for expenses PRIOR to the Child Care Strong Grant Program.

48200.00

Summary of Expenditures for April 2022 *

Please enter in a summary of all Child Care Strong expenditures made during April 2022. Include notes for each expense category you reported spending from this month. If funding was used for renovations/improvements, you can simply enter that in your summary here. You do not need to repeat the information you provided in the previous question.

Salary, payroll taxes; mortgage reimbursement from February 2020-February 2022
Cleaning supplies; playground equipment; van payment, gas, and food costs

