

Financial Documentation Required by CARES ACT Funding

Agencies receiving funding will be required to submit documentation providing evidence to account for how all funds awarded were spent.

- **Documentation for funds spent from 3/20/20 to 11/30/20 must be submitted no later than December 4, 2020.**
- **Documentation for funds spend from 12/1/20 to 12/30/20 must be submitted no later than January 4, 2021.**

To request funding to cover **payroll expenses**, agencies must submit the following:

- A printout of the electronic payroll register detailing
 - Employee name
 - Hours worked
 - Total employee compensation, including benefits
- Proof of payroll payment (screenshot of EFT leaving bank account or cancelled check)

OR, if the agency does not use electronic payroll

- A timesheet signed by the employee and supervisor detailing
 - Employee name
 - Hours worked
 - Rate of payment
 - Total amount paid
- Invoice for employee benefits, listing employees covered
- Proof of payroll payment (screenshot of EFT leaving bank account or cancelled check)

Please review the federal guidance for information related to hazard pay.

To request for funding to cover **rent/mortgage**, agencies must submit the following:

- Lease or mortgage agreement
- Proof of monthly payment (screenshot of EFT leaving bank account or cancelled check)

To request reimbursement for funding to cover a **specific purchase** (masks, plexi-glass dividers), agencies must submit the following:

- Invoice and detailed receipt specifying what was purchased and cost
- Shipping invoice demonstrating funds were expended and items were received by 12/30/20
- Proof of payment

If the item was ordered by credit card,

- Credit card statement with individual charge highlighted
- Proof of credit card payment (screenshot of EFT leaving bank account or cancelled check)

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To request funding to cover a **specific service** (eg sanitization of a facility), agencies must submit the following:

- Invoice detailing service provided, date of service, and total cost
- Proof of payment (screenshot of EFT leaving bank account or cancelled check)

Record Retention: Records must be retained for a period of five years, through December 31, 2025.