

2020-2021 Operations Support Documentation Summary Sheet: Staff Costs

Agency Name: _____

Agency Number: _____

Grant Reference#: _____

Prepared By: _____

Date: _____

- Complete this sheet for documenting **staff** costs and attach it to the required documentation
- **Mid-Year Report** – This form must be returned with required documentation no later than **Dec 31, 2020**.
- **Year-End Report** – This form must be returned with required documentation no later than **June 1, 2021**.
- The eligible time period is July 1, 2020 through June 30, 2021.
- The hours worked must fall **after** July 1, 2020.
- Unspent funds must be returned to FeedMore WNY by **June 1, 2021**.

Required Documentation: Copies of payroll registers (such as ADP) OR time sheets, supported by copies of bank-canceled payroll checks.

Individual's name who does the direct food service: _____

List the date and amount of each pay check or stipend issued to this individual for the period worked from July 1, 2020 to June 30, 2021

PAY DATE	AMOUNT
Subtotal:	

PAY DATE	AMOUNT
TOTAL:	

Total Pay \$ _____ X 100% Direct Food Service Work = \$ _____ OS Expenses

Please arrange copies of documents in the order listed above with Summary Form on top and submit to Bonnie Beck, Agency Services Grants Administrator, at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206.