

2020-2021 Operations Support Documentation Summary Sheet: Utility Costs

Agency Name: _____

Agency Number: _____

Grant Reference#: _____

Prepared By: _____

Date: _____

- Complete this sheet for documenting utility 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**.
- Utility expenses must have **incurred** after July 1, 2020.
- Unspent funds must be returned to FeedMore WNY by **June 1, 2021**.

Required Forms of Documentation: Provide copies of utility bills showing billing period AND copies of bank-canceled checks verifying payment of the bills (a subsequent bill showing payment can also be accepted.)

If you are submitting documentation for more than one utility company, fill out an itemized list for each company.

Utility Company: _____

BILLING PERIOD	AMOUNT
SUBTOTAL:	

BILLING PERIOD	AMOUNT
TOTAL:	

Total Paid \$ _____ X _____ % Billed to Operations Support = \$ _____ 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.