



Monthly Tracking Form and Definitions

Definitions

Salaries: Enter total dollar amount of all agency staff salaries for the report period.

- If you are a Family Child Care (FCC) provider, include the total amount you pay yourself. Examples of documents needed for reporting of salaries for family child care providers:
 - 2019 or 2020 IRS Form 1040 Schedule C Line 31 (Net Profit or (loss) /12 months=1 month salary for a family child care provider
 - Net income from your business for one month-spread sheet showing how the calculation was determined
- Child Care Center or large business. Examples of documents needed for reporting of salaries for child care centers or large business.
 - Payroll register for each month claiming expense

Employment Taxes, Self-Employment Tax, and Fringe Benefits: Enter the amount of expense paid on behalf of employees for the report period.

- All programs can claim expense of employment taxes paid by employer.
 - FCC or sole proprietors who file Schedule C, calculate self-employment tax by taking the amount in 1a above (salaries) x 15.3%
 - Centers or large businesses report employer paid taxes as shown on payroll register in 1b above.
- Fringe benefits may include the following expenses paid for the child care provider only:
 - Health insurance
 - Dental insurance
 - Retirement
 - Workers Compensation
 - Other insurances (excluding home/auto/liability)

Food: Enter the total amount for food or food services.

Cleaning and Sanitation Supplies & Personal Protective Equipment: Enter the total dollar amount for cleaning and sanitation supplies. This would include things such as sanitary wipes, air filtration systems, shampooers, vacuums, steam mops, shampooers, washer/dryer, dishwasher, all soaps (laundry, hand, dish), air purifiers. Personal Protective Equipment costs would include things such as gloves, masks, digital thermometers, face shields, etc.

Contractual services: Enter the total dollar amount for contractual services. This could include janitorial services, cleaning services, trainers for staff, financial, etc.

Rent/Mortgage, Utilities, Telephone/Internet: Enter the total dollar amount for rent/mortgage, Utilities and Telephone/Internet.

Equipment and Maintenance: Enter the total dollar amount for Equipment and maintenance. Equipment might include things such as portable partitions to enforce social distancing or hand washing stations.

Mileage: Enter the total business-related mileage incurred for transportation costs to transport staff or students. Mileage is calculated at number of miles times \$0.56 per mile (IRS standard mileage rate).

Office and Classroom Supplies: Enter the total dollar amount for office and classroom supplies.

Licensing Fees, Advertising and Software: Enter the total expense you incurred Child Care Licensing, advertising your child care business and Software.

Professional Development: Enter the total dollar amount for professional development.

Liability/accident Insurance: Enter the total dollar amount for liability and/or accident insurance for your child care facility.

Minor Renovation: Any improvement or upgrade to a facility that is not specified under the definition of major renovation (directly following), may be considered a minor renovation and may be allowed if it is part of normal operational expenses.

Major renovation (NOT allowed) is defined as: (1) structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or (2) extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change. Major remodeling will not be allowed for these funds. These funds may be used for minor renovations related to meeting the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101, et seq.).

Monthly Tracking Form							
Total Grant Award							
Expenditure Category	Expenses						Total
	March 1, 2020- August 31, 2021	September 1-30, 2021	October 1- 31, 2021	November 1- 30, 2021	December 1- 31, 2021	January 1-31, 2022	
Salaries							Row Total
Employment Taxes, Self-Employment Tax, and Fringe Benefits							Row Total
Food							Row Total
Cleaning and Sanitation Supplies & Personal Protective Equipment							Row Total
Contractual Services							Row Total
Rent/Mortgage, Utilities, Telephone/Internet							Row Total
Equipment and Maintenance							Row Total
Mileage							Row Total
Office and Classroom Supplies							Row Total
Licensing Fees, Advertising and Software							Row Total
Professional Development							Row Total
Liability/Accident Insurance							Row Total
Minor Renovation							Row Total
Total (Total of each column)	Column Total	Column Total	Column Total	Column Total	Column Total	Column Total	Total
Amount of grant funds remaining (Expenses will be subtracted from the Total Grant Award)							

I agree these funds were used for only expenses NOT funded by any other funding source (i.e. PPP loans, 2020 Hero Relief grants, 2020 SPARK grants, CCHC grants, Child Care Impact Grants, CACFP, or any other funding). I agree to maintain receipts for all expenses reported on the expenditure sheets. I understand Child Care Aware of Kansas will perform a random audit of receipts and, if selected, my program will be required to submit receipts for all expenses reported on the expenditure sheets or be required to return funds.

Program Signature: _____

Date: _____