

LCBHS SAMPLE P&L TRANSACTION SUPPORT OF GRANT ACTIVITY

"Good" Example

Company Name
Behavioral Health Grant

Posting Dates 10/1/2020 through 3/31/2021

Selected Criteria: All Periods
Report Generated on March 31, 2021

Account: 391-45555 Governmental Revenue

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object	Additional Notes
Governmental Revenue distr. to fund	1001900	10	10/01/2020	1001900				0	25,000.00	25,000.00	45555	
Total for Account 391-45555								0	25,000.00	25,000.00		
P&L GOVERNMENTAL REVENUE TOTAL										25,000.00		

Account: 391-50133 Salaries-Direct Regular

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object	Additional Notes
MONTHLY	200000	10	10/31/2020	200000				1,465.33	0	1,465.33	50133	Care Coordinator - Jane Doe
MONTHLY	200001	11	11/30/2020	200001				1,465.33	0	1,465.33	50133	Care Coordinator - Jane Doe
MONTHLY	200002	12	12/31/2020	200002				1,465.34	0	1,465.34	50133	Care Coordinator - Jane Doe
MONTHLY	200003	1	01/31/2021	200003				1,465.33	0	1,465.33	50133	Care Coordinator - Jane Doe
MONTHLY	200004	2	02/28/2021	200004				1,465.33	0	1,465.33	50133	Care Coordinator - Jane Doe
MONTHLY	200005	3	03/31/2021	200005				1,465.34	0	1,465.34	50133	Care Coordinator - Jane Doe
Total for Account 391-50133								8,792.00	0	8,792.00		
P&L DIRECT SALARIES TOTAL										8,792.00		

Account: 391-50237 Fringe Payroll Tax

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object	Additional Notes
MONTHLY	200000	10	10/31/2020	200000				154.74	0	154.74	50237	Care Coordinator - Jane Doe
MONTHLY	200001	11	11/30/2020	200001				154.74	0	154.74	50237	Care Coordinator - Jane Doe
MONTHLY	200002	12	12/31/2020	200002				154.74	0	154.74	50237	Care Coordinator - Jane Doe
MONTHLY	200003	1	01/31/2021	200003				154.74	0	154.74	50237	Care Coordinator - Jane Doe
MONTHLY	200004	2	02/28/2021	200004				154.74	0	154.74	50237	Care Coordinator - Jane Doe
MONTHLY	200005	3	03/31/2021	200005				154.74	0	154.74	50237	Care Coordinator - Jane Doe
Total for Account 391-50237								928.44	0	928.44		
P&L DIRECT FRINGE PAYROLL TAX TOTAL										928.44		

Account: 391-50238 Fringe Insurance/Fees

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object	Additional Notes
MONTHLY	200000	10	10/31/2020	200000				77.07	0	77.07	50238	Care Coordinator - Jane Doe
MONTHLY	200001	11	11/30/2020	200001				77.07	0	77.07	50238	Care Coordinator - Jane Doe
MONTHLY	200002	12	12/31/2020	200002				77.09	0	77.09	50238	Care Coordinator - Jane Doe
MONTHLY	200003	1	01/31/2021	200003				77.07	0	77.07	50238	Care Coordinator - Jane Doe
MONTHLY	200004	2	02/28/2021	200004				77.08	0	77.08	50238	Care Coordinator - Jane Doe
MONTHLY	200005	3	03/31/2021	200005				77.08	0	77.08	50238	Care Coordinator - Jane Doe
Total for Account 391-50238								462.46	0	462.46		
P&L DIRECT FRINGE INSURANCE/FEES TOTAL										462.46		

Account: 391-51730 Supplies/Materials

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object	Additional Notes
Paper grant program development	124255	10	10/19/2020	1233333	V924444	Office Depot	355534	42.55	0	42.55	51730	Paper requirements for grant activity printout
Activity workbooks grant program development	92734234	12	12/15/2020	1233555	V123345	Amazon.com	3999943	214.48	0	214.48	51730	Workbooks for grant activity requirements
Total for Account 391-51730								257.03	0	257.03		
P&L DIRECT SUPPLIES/MATERIALS TOTAL										257.03		

Account: 391-51854 Travel

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object	Additional Notes
Client Travel 10/27/2020	523438	10	10/29/2020	12252333	V844235	MARY JONES	3555323	52.75	0	52.75	51854	Grant activity client
Client Travel 11/12/2020	523502	11	11/22/2020	12252334	V844236	MARY JONES	3555323	83.11	0	83.11	51854	Grant activity client
Client Travel 11/22/2020	523999	11	11/28/2020	12252335	V844237	MARY JONES	3555323	98.32	0	98.32	51854	Grant activity client
Client Travel 2/1/2021	524039	2	02/08/2021	12252336	V844238	MARY JONES	3555323	73.82	0	73.82	51854	Grant activity client
Client Travel 3/9/2021	525082	3	03/10/2021	12252337	V844239	MARY JONES	3555323	42.25	0	42.25	51854	Grant activity client
Total for Account 391-51854								350.25	0	350.25		
P&L DIRECT TRAVEL TOTAL										350.25		

Account: 391-52712 Consulting

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object
Health Consulting 10/18/2020	12345333	10	10/28/2020	12323442	V123456	SL HEALTH COI	942334	416.76	0	416.76	52712
Health Consulting 2/5/2021	532345	2	02/19/2021	12423344	V123442	SL HEALTH COI	955554	416.76	0	416.76	52712
Total for Account 391-52712								833.52	0	833.52	
P&L DIRECT CONSULTING TOTAL										833.52	

Consulting directly relating to grant project
Consulting directly relating to grant project

Account: 391-52810 TRAINING

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object
Response training grant activity	3934234	3	03/17/2021	12428888	V129342	WELLBEING INI	954234	150	0	150	52810
Total for Account 391-52810								150	0	150	
P&L DIRECT TRAINING TOTAL										150	

Response training related to grant project

Account: 391-50150 SALARIES-ADMINISTRATIVE

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object
MONTHLY	200006	10	10/31/2020	200006				320.11	0	320.11	50150
MONTHLY	200007	11	11/30/2020	200007				320.11	0	320.11	50150
MONTHLY	200008	12	12/31/2020	200008				320.11	0	320.11	50150
MONTHLY	200009	1	01/31/2021	200009				320.11	0	320.11	50150
MONTHLY	200010	2	02/28/2021	200010				320.11	0	320.11	50150
MONTHLY	200011	3	03/31/2021	200011				320.11	0	320.11	50150
Total for Account 391-50150								318.13	0	1,920.66	

Indirect: Accountant - John Doe
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Indirect: Accountant - John Doe

Account: 391-50237 Fringe Payroll Tax

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object
MONTHLY	200006	10	10/31/2020	200006				33.8	0	33.8	50237
MONTHLY	200007	11	11/30/2020	200007				33.8	0	33.8	50237
MONTHLY	200008	12	12/31/2020	200008				33.8	0	33.8	50237
MONTHLY	200009	1	01/31/2021	200009				33.8	0	33.8	50237
MONTHLY	200010	2	02/28/2021	200010				33.8	0	33.8	50237
MONTHLY	200011	3	03/31/2021	200011				33.8	0	33.8	50237
Total for Account 391-50237								202.8	0	202.8	

Indirect: Accountant - John Doe
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Indirect: Accountant - John Doe

Account: 391-50238 Fringe Insurance/Fees

Desc	Reference	Period	Posting Date	Batch ID	Vendor ID	PE Name	Check Number	Debit	Credit	Net Change	Object
MONTHLY	200006	10	10/31/2020	200006				16.84	0	16.84	50238
MONTHLY	200007	11	11/30/2020	200007				16.84	0	16.84	50238
MONTHLY	200008	12	12/31/2020	200008				16.84	0	16.84	50238
MONTHLY	200009	1	01/31/2021	200009				16.84	0	16.84	50238
MONTHLY	200010	2	02/28/2021	200010				16.84	0	16.84	50238
MONTHLY	200011	3	03/31/2021	200011				16.84	0	16.84	50238
Total for Account 391-50238								101.04	0	101.04	

Indirect: Accountant - John Doe
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Indirect: Accountant - John Doe

P&L INDIRECT EXPENSE TOTAL

2,224.50

TOTAL REVENUE OVER EXPENSE

11,001.80

This item ties to the Profit and Loss Statement activity to date.

Tips for what makes this good documentation:

- 1.) Header includes company name and period of time covered.
- 2.) Transaction detail is provided to support the amounts on the Profit and Loss Statement.
- 3.) Each detailed transaction provides a description, date, and amount.
- 4.) The Total Revenue over Expense line item above matches to the Profit and Loss Statement total.
- 5.) All detailed transactions above were approved for the grant.
- 6.) Additional notes were provided on the side to provide more detail on how that transaction relates to the approved grant budget.
- 7.) Different activity (example the Travel expenses) are summed as a whole and easily match back to the Profit and Loss Statement.
- 8.) Although Indirect Expenses include several totaled sums, totals are highlighted to easily identify what all is included.