

Commonwealth of Massachusetts Department of Early Education and Care

**Child Care Stabilization Grant – spending list template**

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**Purpose**

The purpose of this template is for child care providers to populate all expenditures made with Child Care Stabilization Grant funds so that EEC may conduct fiscal monitoring processes related to certain transactions.

**Please note, this spending list should be used for the purposes of the monitoring review only.** For your ongoing expenditure tracking, we highly recommend using the Grant Expenditure Tracker or your own tracker (for example, from accounting software), which provides additional details necessary to ensure full compliance with the Child Care Stabilization Grant. The Grant Expenditure Tracker will be available on LEAD in mid-to-late April.

**Instructions for filling out the spending list template**

1. Save this file to your computer. You can either print the document and fill it out by hand, or you can fill it out directly on your computer. If you choose to print the document, you’ll need to scan the populated document and save it to your computer again.
2. When populating your expenditures, use the column descriptions and the example below to guide you.
	* For instances of multiple allowable expenditures present on one receipt, **please include this as one transaction.** It is not necessary to break this expenditure out by each item.
3. When you have finished populating your tracker, upload the final document to LEAD in the space provided.

**Description of column headers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transaction #** | **Date** | **General Description** | **Vendor (If Applicable)** | **Amount Expensed** |
| The number assigned to each transaction. You may add additional numbers after 40, but do not change numbers 1-40. | The date the expense was incurred. | A 1-3 sentence description of the nature/type of the expenditure. For instances of multiple allowable expenditures on one receipt, describe them all. | The vendor from which the purchase was made, if applicable | The amount of USD expended for the listed expenditure. For instances of multiple allowable expenditures on one receipt, simply list the total amount. |

**KPMG LLP Disclaimer**

The document provided is the sole property and opinion of the Massachusetts Department of Early Education and Care (EEC) and has been approved in its entirety for content and accuracy by EEC. The information is being provided by EEC, and does not represent any opinion, counsel, advice, or information belonging to KPMG LLP.

**Example of a populated spending list template**

**Provider Name**: Name

**Provider ID**: P-123456

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| --- | --- | --- | --- | --- |
| **Transaction #** | **Date** | **General Description** | **Vendor (If Applicable)** | **Amount Expensed** |
| 1 |  2/12/2022 |  Cleaning Supplies, child toys  |  Walmart  |  $200.00  |
| 2 |  12/1/2021 |  Salaries for Employees |  n/a |  $4,000.00  |
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### Commonwealth of Massachusetts Department of Early Education and Care

*Child Care Stabilization Grant – spending list template*

### Provider Name:

**Provider ID:**

| **Transaction #** | **Date** | **General Description** | **Vendor (If Applicable)** | **Amount Expensed** |
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