

Smart Start of Davidson County
 Quality Maintenance Program 2009-2010
DIRECTOR'S MONTHLY EXPENSE AND STAFF REPORTING FORM

REPORTS ARE DUE MONTHLY ON THE FOLLOWING DATES		
08/05/09 Wednesday	12/07/09 Monday	04/05/10 Monday
09/07/09 Monday	01/05/10 Tuesday	05/05/10 Wednesday
10/05/09 Monday	02/05/10 Friday	06/07/10 Monday
11/05/09 Thursday	03/05/10 Friday	07/05/10 Monday

CHECKS MAY BE DELAYED IF REPORTS ARE SUBMITTED PAST THE DUE DATE

Spending Plan Documentation

Salary Expenses for Lead Teachers

- Copy of **PAYCHECK STUB OR PAYROLL REPORT** for reporting month

verifies hourly salaries paid to Lead Teachers with Associate Degree (\$9.25) or Bachelor Degree (\$11.25)

Benefits for Eligible Directors, Lead Teachers, Teachers

- Copy of **INSURANCE INVOICE OR APPROVED DOCUMENTATION** for reporting month insurance cost
- Copy of **PROOF OF PAYMENT** for reporting month insurance cost

example: copy of cancelled check

Retention Bonus for Eligible Directors, Lead Teachers, Teachers

FOR REPORTING MONTHS OF JANUARY & JUNE

- Copy of **PAYCHECK STUB OR PAYROLL REPORT** identifying bonus amounts paid to staff

Eligibility Documentation

Staff Changes

If any of the following changes have occurred, please complete the back of this form.

- Hired
- Terminated
- Position Change
- Received a Degree

please attach copy of degree or transcript

I verify that the submitted documentation is attached and accurate.

Center Name	Director Signature	Signature Date
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Please complete the following tables about staffing of the center during the reporting month.

Lead Teacher Change in Position, Education, or Recently Employed in the Reporting Month

Name	Class	Hire Date	Associate/Bachelor Degree	Included in the Spending Plan?
			must attach copy of DEGREE and WAGE documentation	If yes, please complete and attach a REVISED SPENDING PLAN

*NOTE: Lead Teachers with an **Associate Degree** must receive a pay rate of at least **\$9.25** an hour
 Lead Teachers with a **Bachelor Degree** must receive a pay rate of at least **\$11.25** an hour*

All Other Staff Hired in the Reporting Month

Name	Class	Hire Date	Included in the Spending Plan?
			If yes, please complete and attach a REVISED SPENDING PLAN

All Staff No Longer Employed in the Reporting Month

Name	Class	Last Date of Employment	Included in the Spending Plan?
			If yes, please complete and attach a REVISED SPENDING PLAN