

DIRECTOR'S MONTHLY EXPENSE AND STAFF REPORTING FORM

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

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
- 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

NC Certification for Eligible Directors, Lead Teachers, Teachers

- Copy of **(RE)CERTIFICATION APPLICATION**
- Copy of **PROOF OF PAYMENT**

Continuing Education Units

- Copy of **REGISTRATION**
- Copy of **SSDC CONTINUING EDUCATION UNITS FORM**
- Copy of **PROOF OF PAYMENT**
- Copy of **PROOF OF COMPLETION OF THE CEU'S**

College Course Education Bonus for Eligible Directors, Lead Teachers, Teachers

- 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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Smart Start of Davidson County
 Quality Support Services 2011-2012
DIRECTOR'S MONTHLY EXPENSE AND STAFF REPORTING FORM

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	Included in the
			must attach copy of DEGREE and WAGE documentation	Spending Plan? 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

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

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

All Staff No Longer Employed in the Reporting Month

