Instructions for Monthly Expense Report

Required Back-up Documents

1. Monthly Expense Report spreadsheet. (Back-up attached) – All receipts should be taped to an 8 ½ X 11" piece of paper.

   a. Original receipts and authorization cover sheet, with signatures for online expenses and expenses without invoices (like rent.)
   b. Original Local Reimbursement form and original receipts. Two authorized signatures on form.
   c. Petty cash - Original spreadsheet and original receipts taped to 8 ½ X 11" piece of paper.
   d. Void checks – even if a check is voided, include it on the spreadsheet and attach the check to the monthly expense report.

2. Original bank statement.
   a. Original cancelled checks (if any returned by the bank, or microfilm copies.)
   b. Original deposit receipts.
   c. Copy of Statewide Replenishment check.
   d. Copy of any checks that are donations to CUE, and the name of the person or institution who made the donation.

How to record the monthly expenses on the spreadsheet

1. On the spreadsheet, include all checks written that month. For example for the month of December 2005, include all checks actually written between Dec. 1 and Dec. 31. These should be recorded on the monthly expense report spreadsheet for December. Include all checks written, even if the check did not clear the bank or show on the bank statement for that month.
2. The December 2005 monthly expense report spreadsheet should be mailed to the statewide office early in January, even though you will not yet have received the bank statement for December until mid-January.
3. Then, when you receive the bank statement, mail that separate, with the original checks (if any.) The bank statement should be mailed to the statewide office every month, once you receive it from the bank, even if there was no activity for that month.

Petty Cash Log – give an explanation of expense and attach all original receipts.

1. Enter the date you received the check for Petty Cash.
2. Enter the amount received.
3. Enter the date of the expense as shown on the receipt, and the reason for the purchase. If you purchase something for an event, include the name/purpose of the event. If you purchased something for the office, enter "Office Supplies."
4. Even if all the Petty Cash was not spent in a month, and you want to use the remaining balance the following month, you still need to complete the Petty Cash Log showing what was spent for that month.