

Attachment 4 CARB SEP Reporting Guidelines and Samples

Formatting Notes

- Reports should be typed in 12-point font (Arial or similar) with one-inch margins on all sides
- Reports should be left justified.
- Pages should be numbered
- Reports can be emailed in PDF or word format

Cover Sheet

1. SEP Title
2. Report date
3. Organization name and contact information (full mailing address, telephone number, and website)
4. Period that this report covers
5. Signature of authorizing official and title

Report Narrative (maximum of four (4) pages double-spaced)

1. Project Progress Summary, describing the following:
 - The key activities of the project that were completed, or not completed, during the reporting period.
 - The progress made toward achieving the results described in the SEP proposal timeline during this period.
2. Completed Activity Milestones and Results for the reporting cycle (This section should comprise the majority of your report.)
 - Provide a copy of the data collected and a summary of the results that were achieved (quantitative and qualitative impact).
3. Examples of project milestones will vary depending on the type of project. For example:
 - Air monitoring: Charts, graphs and or photographs of the sampling results and location
 - Meetings, classes, or seminars: copies of meeting agendas or minutes, class handouts, or slide presentations.
 - If you did not achieve your intended outcome(s), explain the reason(s).
 - Include a summary of any unintended outcomes (positive and negative).
 - Include a copy of all supporting documentation or data in the report appendices.

Attachments

1. Organization and project budgets as submitted in the original proposal and actuals for this period. Explain any significant variances.
2. Pictures of the project if they are available.

Expense Summary for the Month of

Total SEP Fund Amount	\$0.00
SEP Funds Spent to Date	\$0.00
SEP Funds Spent in *Month*	\$0.00
SEP Funds Remaining	\$0.00

Employee Costs	Jan	Feb	Mar	Total Spent
Wages				\$0.00
Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00

Direct Costs	Jan	Feb	Mar	Total Spent
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00

Indirect Costs	Jan	Feb	Mar	Total Spent
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00

Contractors	Jan	Feb	Mar	Total Spent
				\$0.00
				\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00

Travel	Jan	Feb	Mar	Total Spent
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Per Diem				\$0.00
Travel Expenses				\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00

TOTALS				
TOTAL Expenses	\$0.00	\$0.00	\$0.00	\$0.00

	Items in green require itemized timesheets that include the number of hours on the project and the employee's name.
	Items in blue require receipts or itemized invoices.

Sample Receipts and Invoices

Supporting documentation must list the Company Name, invoice or receipt number, date, itemization of things purchased, dollar amount for each item, and total due. Receipts need to show the amount paid, and **invoices will need support showing they were paid**. ONLY send copies of invoices and receipts. All originals need to be maintained by the SEP Recipient.

Company Name		RECEIPT	
INVOICE #	00-000000	DATE	6/24/2013
MAILING INFO	Street Address City, ST ZIP Phone: (000) 000-0000 Fax: (000) 000-0000	BILL TO	Name Customer ID: Street Address City, ST ZIP Phone: (000) 000-0000
DESCRIPTION		AMOUNT	
Service Fee		145.12	
Labor: 5 hours at \$75/hr		375.00	
OTHER COMMENTS		SUBTOTAL \$ 620.12	
1. Total payment due in 30 days		TAXRATE 0.000%	
2. Please include the invoice number on your check		TAX \$ -	
		SSN \$ -	
		DISCOUNT \$ (60.00)	
		TOTAL \$ 470.12	
Thank You For Your Business!		Make all checks payable to: Your Company Name	

Ship and GO
2600 Chesterfield Ave

Seattle, WA 98168

We are the one stop for all of
your postal, shipping and
business needs!



817E 6779EB (EEC) To \$ 16.41
PARCEL 2-DAY (1.1 lbs)

SUBTOTAL \$ 16.41

TOTAL: \$ 16.41

CASH \$ 16.41

Receipt ID0784787295972329E0C

CSH: Uri Tran: 2701 REG: 101
Thanks for you visiting our store.
Please comeback again soon.

Microsoft®

System Solutions
14 Concord Street
Glastonbury, CT 06033
860-781-7136

Sales Receipt

Transaction #: 1993
Account #: 0000007
Date: 4/3/2013 Time: 1:39:07 PM
Cashier: 1 Register #: 1

Authorized buyer: Bubba Bosworth

Item	Description	Amount
248PT	2 x 4 x 8 Pressure Treat 34 @ \$4.19	\$142.46
248S	2 x 4 x 8 Spruce 23 @ \$1.59	\$36.57
Sand General	Sand General	\$3.75
000752	PICK HEAD 6# RAILRO Discount	\$22.71 (\$19.75)
5280797	61010 2WIRE NM STAP	\$1.99
6063663	2090-3 3X60YD BU MAS	\$16.99
7036288	V2501 BB THUMB TACK	\$1.19

Sub Total	\$205.91
Webster	\$1.10
Spring Hill	\$0.91
Alabama	\$1.46
Total	\$233.09
Cash Tendered	\$233.09
Change Due	\$0.00