

ADDITIONAL INFORMATION FOR PPP REPORTING

Eligible Benefits:

For each monthly reporting period where a “benefits” total is reported, please provide individual amounts as follows:

Employer contributions for **employee health insurance**.

Employer contributions to **employee retirement plans**.

Also please provide copies of receipts, cancelled checks or account statements documenting the amount of any employer contributions to health insurance and retirement plans. Note that this has not been a reporting requirement before now.

Please note that insurance premiums paid for workers compensation insurance is not an allowed expense.

Eligible nonpayroll costs:

Business utility payments. The monthly reports have been collecting information regarding payments related to electricity, fuel, telephone/internet, water and sewer. Please note that “fuel” only refers to natural gas and not to deliverable fuels such as fuel-oil or propane which are not allowable expenses for reimbursement. To the extent you have not corrected earlier filed monthly fuel expenses that are not for natural gas, please submit amended reports.

Additionally, the Diocese is going to need copies of invoices of utility payments from February 2020 and those paid during the months of April through July along with receipts, cancelled checks, or account statements verifying those eligible payments.

Mortgage interest payments. We will need a copy of the lender amortization schedule and receipts or cancelled checks verifying payments made or lender account statements from February 2020, and the months when payments are being claimed through one month after the end of claimed payments, verifying interest amounts and eligible payments.

Business rent or lease payments. Please make sure to provide a copy of the current lease agreement and receipts or cancelled checks verifying payments or lessor account statements from February 2020 and those payments made for which you are asking forgiveness.

Obviously since the loan proceeds have been pushed out to 55 Diocesan entities a massive amount of record keeping is required in order to file for loan forgiveness.

We continue to emphasize that monthly reports be filed on a timely basis. If the Diocese does not receive reports within ten days of the previous month’s close, you will receive a call from a

member of the Diocesan Council's Finance Committee requesting that the reports be submitted. After receiving reports Fred Lynk will be contacting individual Treasurers when he spots expenditures that may be questionable for forgiveness purposes and when required documentation has not been provided. **It is important that all reports be submitted in order for the Diocese to complete the PPP forgiveness application in timely fashion.**

We anticipate that all the money will be expended by the end of July. Please direct any questions you may have on the reporting routine to Canon Terry Reimer, treimer@episcopalmaine.org.