2024-2025 Operations Support (OS)
Documentation Summary Sheet for: Utility Costs

Agency Name_____

Name of Person Who Prepared this Report_____ Food Bank ID _____

Phone or email_____ County_____

- Complete this sheet for documenting Utility costs and attach it to the required documentation.
- This form must be returned with required documentation no later than **May 31, 2025**.
- Anticipated payments are not allowable
- The eligible time period is July 1, 2024 through May 31, 2025.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2025.
- Utility expenses must be **incurred** after July 1, 2024.

UTILITY COSTS: Required forms of documentation are copies of utility bills showing billing period AND copies of bank-canceled checks verifying payment of the bills (a subsequent bill showing payment can also be accepted).

List the billing period of each utility bill, the amount of each utility bill, and the check number used to pay it for the period of July 1, 2024 through May 31, 2025. If you are submitting documentation for more than one utility company, fill out an itemized list for each company.

Utility Company:_____ Utility Company:_____

BILLING PERIOD	AMOUNT	CHECK NUMBER
TOTAL		

BILLING PERIOD	AMOUNT	CHECK NUMBER
TOTAL		

Total paid $_____ X_____% Utilities Used For Food Service = $_____OS Expenses.

% Utilities Used for Food Service is the percentage indicated on your signed budget form, taken from your application.

Arrange copies of documents in the order listed above, with the summary form on top.
Return to Cathryn Doraby at OSGrant@regionalfoodbank.net