

Attachment 2:
WISEWOMAN Matching Funds Report: Example of Completed Form

WISEWOMAN Matching Funds Report

1. Beginning and end dates of the reporting period (fiscal year)

Reporting Period: October 1, 2017 through September 30, 2018

3. Caseload for your agency

Agency: 2. The name of your Local WISEWOMAN Agency

Budgeted Caseload: 120

IRS Mileage Rate: \$0.580

Begin Date	End Date (Optional)	Description of Activity	Donated Hours	Rate for Donated Hours	Mileage - Number of Participants	Mileage - Number of Miles	Additional Expenses / Donations	Total
<i>4. The primary or first date of the activity</i>	<i>5. End date if reporting a range of dates</i>	<i>6. Describe the activity in as much detail as possible.</i>	<i>7. Number of hours for the activity to be counted toward match</i>	<i>8. Hourly rate (see budget instructions for limits)</i>	<i>9. Number of drivers</i>	<i>10. Round trip number of miles driven by each driver</i>	<i>11. List any additional expenses (See guidance document for examples)</i>	<i>12. The spreadsheet calculates total for the activity</i>
Examples:								\$0.00
10/01/16		Dr. Jones reviewed health dept CVD protocols	2.00	\$110.00				\$220.00
10/01/16	09/30/15	Jane Smith (Nutritionist) Free classes for WW clients (10 two hour classes)	20.00	\$38.00				\$760.00
12/01/16		Two nurses attended Saturday CVD Conference	16.00	\$36.75	1	38.00		\$610.04
12/15/16		Bill Johnson of the YMCA donated two 6 month scholarships (\$312.00 each)					\$624.00	\$624.00
10/01/16	09/30/15	Sue Jones (Nurse) Hours spent on WW not covered by federal funds (3 hours per week for 50 weeks)	100.00	\$36.75				\$3,675.00
02/01/17		Public Service Announcement about WISEWOMAN					\$675.00	\$675.00
10/01/17	09/30/15	Diagnostic services donated by Dr. Smith (Services not billed)					\$845.00	\$845.00
10/01/17	09/30/15	Volunteer who led WISEWOMAN walking club (1.5 hours per week for 50 weeks)	75.00	\$8.90				\$667.50
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00

12. The spreadsheet calculates the total amount of match Total Match \$8,076.54

13. The spreadsheet calculates coordination funding based on caseload Total MDCH Coordination Funding \$21,000.00

14. The spreadsheet calculates match as a percentage of coordination funding Percentage of MDCH Coordination Funding 38.46%