

Match Report Guidance

Following is a list and explanation of the forms required for a monthly match report. Match reports are due on or before the 10th of the following month. Not all of these forms necessarily will be required for your program each month. All forms may be found on the Internet at www.ifas.ufl.edu/~FNP/. If you have any questions, you may call the FNP Office at (352) 846-2770.

Summary. This sheet is an aide in succinctly summarizing your monthly report. Transfer the information from the appropriate documentation sheets to this form to get a rough estimate of the generated monthly match. This form is not required.

Cooperative Extension Personnel. Any time the County Extension Director, the FCS Agent, the Secretary, or any other Extension professional listed in the budget work for FNP, they should log it on this sheet. Each of these people should fill out this form each month. Each entry should include the date, the total hours spent on FNP, the activity, and their initials. At the end of the month, add up the total number of hours spent working for FNP. Contributions must be recorded on a daily basis. You may not enter 6/1-6/5 for 15 hours. Each day must have it's own entry. That is, 6/1 for 2 hours, 6/2 for 4 hours, etc.

Non-Extension Personnel. Each professional from the partner sites that you visit who spends time working on FNP must fill out this report on a monthly basis. It should include the date, the topic of the lesson, the time in hours, the number of clients reached, and their initials. At the bottom of the sheet, add up the total number of hours for the month and enter the salary per hour, including benefits. Following is a formula to use for this.

- a. Determine the yearly salary of the person. If they are paid hourly, multiply their hourly wage by 2088. Determine the percent of fringe benefits they receive. Also, if they receive insurance, determine this number.
- b. Add 1 to the decimal percent of the fringe. If the fringe is 35%, $1 + .35 = 1.35$.
- c. Multiply this number times the yearly salary. If the yearly salary is \$25,000, multiply $1.35 \times 25,000 = 33,750$.
- d. If they get additional insurance, add this to the salary and fringe figure. If the insurance is \$3,000, add $33,750 + 3,000 = 36,750$.
- e. If this person is:
 1. *A Teacher in the Public Schools:*
 - a. Divide this number by the number of days in the contract year, which is usually 196. So, $36,750 \div 196 = 187.5$
 - b. Now, Divide this number by the number of hours in the contract day, which is usually 7.5. So, $187.5 \div 7.5 = \$25.00$. This is the hourly rate to be reported. This number must be calculated for each teacher's actual salary.

2. Not a Teacher in the Public Schools:

- a. Divide this number by the total number of hours in a year, 2088. $36,750 \div 2088 = \$17.60$. This number must be calculated for each person.

Contributions must be recorded on a daily basis. You may not enter 6/1-6/5 for 15 hours. Each day must have its own entry. That is, 6/1 for 2 hours, 6/2 for 4 hours, etc.

Office Supplies. Whenever you purchase office supplies and the Extension Office pays for them, attach the invoice or receipt to this form and then fill in the price for the corresponding day. These supplies should only be supplies that were purchased for the sole use of FNP personnel for FNP programs.

Duplication. Any time you make copies for FNP that the Extension Office pays for, log it on this sheet. Each log should include the date, description, number of copies, and your initials. At the bottom, add up the total number of copies and enter the cost per copy to the county.

Postage. Any time you mail items for FNP that the Extension Office pays for, log it on this sheet. Each log should include the date, cost of postage, the number of pieces mailed, a brief description, and your initials. At the bottom, add the costs together to get the total cost of postage.

Nutrition Education and Perishable Supplies. Whenever the county pays for nutrition education materials or perishable supplies for a food demonstration lesson, attach a copy of the receipt to this form. Enter the date and total cost of each receipt and attach the receipt to the form. You do not need to calculate unit cost or number used, unless the receipt is not attached. If the receipt is not attached, then the form must be filled out in full. Also, some match may not be allowable without a receipt.

Travel. Each person that travels to conduct activities for FNP and is reimbursed by the Extension Office should fill out this form on a monthly basis with the number of miles traveled, destination, and their initials. Add the total number of miles traveled at the bottom of the sheet.

Miscellaneous and Other. For any match that has been approved in your budget and does not belong on any of the other forms, put it on this form.

At the end of the month, all forms must be collected, reviewed, and signed by the FNP Coordinator to document accuracy. Report must be at the State Office no later than the 10th of the following month.