

**SYEP 2025 Payroll Reporting Form**

Reporting Period \_\_\_\_\_  
 Program Name: \_\_\_\_\_  
**Total Unique Youth Served This Payperiod:** \_\_\_\_\_ **0**

DCWIB will complete this section

**Total FA Eligible Youth on THIS claim:** \_\_\_\_\_ **0**     **Total 200% Eligible Youth on THIS claim :** \_\_\_\_\_ **0**

Percent of Expenses Charged under FA #DIV/0!  
 Percent of Expenses Charged under 200% #DIV/0!

Youth Work Subsidies: \_\_\_\_\_ **Enter Hours Worked**     **DO NOT ENTER DATA IN THESE COLUMNS**

	Youth Last Name	First Name	Number of hours claiming	Amount	Expense to TANF	NOTES
	<b>PAYPERIOD</b>	<b>From (Date) to (Date)</b>		<b>Check Date (DATE)</b>		
1				\$ -	\$ -	
2				\$ -	\$ -	
3				\$ -	\$ -	
4				\$ -	\$ -	
5				\$ -	\$ -	
6				\$ -	\$ -	
7				\$ -	\$ -	
8				\$ -	\$ -	
9				\$ -	\$ -	
10				\$ -	\$ -	
11				\$ -	\$ -	
12				\$ -	\$ -	
13				\$ -	\$ -	
14				\$ -	\$ -	
15				\$ -	\$ -	
16				\$ -	\$ -	
17				\$ -	\$ -	
18				\$ -	\$ -	
19				\$ -	\$ -	
20				\$ -	\$ -	
21				\$ -	\$ -	
22				\$ -	\$ -	
23				\$ -	\$ -	
24				\$ -	\$ -	
25				\$ -	\$ -	
26				\$ -	\$ -	
	<b>Total Youth Wages</b>			\$ -	\$ -	
	<b>Fringe</b>		<b>0.00%</b>		\$ -	
	<b>Total Youth Wages and Fringe</b>				\$ -	

Enter the payperiod and check date

MUST match contract budget

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Enter Hours Worked

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	<b>PAYPERIOD</b>	<b>From (Date) to (Date)</b>		<b>Check Date (DATE)</b>		
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5				\$ -	\$ -	
6				\$ -	\$ -	
7				\$ -	\$ -	
8				\$ -	\$ -	
9				\$ -	\$ -	
10				\$ -	\$ -	
11				\$ -	\$ -	
12				\$ -	\$ -	
13				\$ -	\$ -	
14				\$ -	\$ -	
15				\$ -	\$ -	
16				\$ -	\$ -	
17				\$ -	\$ -	
18				\$ -	\$ -	
19				\$ -	\$ -	
20				\$ -	\$ -	
21				\$ -	\$ -	
22				\$ -	\$ -	
23				\$ -	\$ -	
24				\$ -	\$ -	
25				\$ -	\$ -	
26				\$ -	\$ -	
	<b>Total Youth Wages</b>			\$ -	\$ -	
	<b>Fringe</b>	<b>0.00%</b>			\$ -	
	<b>Total Youth Wages and Fringe</b>				\$ -	

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	<b>PAYPERIOD</b>	<b>From (Date) to (Date)</b>		<b>Check Date (DATE)</b>		
1				\$ -	\$ -	
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3				\$ -	\$ -	
4				\$ -	\$ -	
5				\$ -	\$ -	
6				\$ -	\$ -	
7				\$ -	\$ -	
8				\$ -	\$ -	
9				\$ -	\$ -	
10				\$ -	\$ -	
11				\$ -	\$ -	
12				\$ -	\$ -	
13				\$ -	\$ -	
14				\$ -	\$ -	
15				\$ -	\$ -	
16				\$ -	\$ -	
17				\$ -	\$ -	
18				\$ -	\$ -	
19				\$ -	\$ -	
20				\$ -	\$ -	
21				\$ -	\$ -	
22				\$ -	\$ -	
23				\$ -	\$ -	
24				\$ -	\$ -	
25				\$ -	\$ -	
26				\$ -	\$ -	
	<b>Total Youth Wages</b>			\$ -	\$ -	
	<b>Fringe</b>	<b>0.00%</b>			\$ -	
	<b>Total Youth Wages and Fringe</b>				\$ -	

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Youth Work Subsidies:

Enter Hours Worked

**DO NOT ENTER DATA IN THESE COLUMNS**

Enter the payperiod and check date

	Youth Last Name	First Name	Number of hours claiming	Amount	Expense to TANF	NOTES
	PAYPERIOD From (Date) to (Date)		Check Date (DATE)			
1				\$ -	\$ -	
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3				\$ -	\$ -	
4				\$ -	\$ -	
5				\$ -	\$ -	
6				\$ -	\$ -	
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10				\$ -	\$ -	
11				\$ -	\$ -	
12				\$ -	\$ -	
13				\$ -	\$ -	
14				\$ -	\$ -	
15				\$ -	\$ -	
16				\$ -	\$ -	
17				\$ -	\$ -	
18				\$ -	\$ -	
19				\$ -	\$ -	
20				\$ -	\$ -	
21				\$ -	\$ -	
22				\$ -	\$ -	
23				\$ -	\$ -	
24				\$ -	\$ -	
25				\$ -	\$ -	
26				\$ -	\$ -	
	<b>Total Youth Wages</b>			\$ -	\$ -	
	<b>Fringe</b>	<b>0.00%</b>			\$ -	
	<b>Total Youth Wages and Fringe</b>				\$ -	

MUST match contract budget

<b>Youth Wages and Fringe Expenses</b>	\$ -
<b>Total FA Expenses:</b>	<b>#DIV/0!</b>
<b>Total 200% Expenses:</b>	<b>#DIV/0!</b>

**SYEP 2023 Payroll Reporting Form**

Program and Administrative Personnel - MUST BE THE SAME AS IN APPROVED BUDGET Indicate whether Admin or Program

Enter the payperiod and check date

Staff Name	Staff Position	Admin	Program	Actual Check Amount	Expense to TANF	NOTES
<b>PAYPERIOD</b>	<b>From (Date) to (Date)</b>			<b>Check Date</b>	<b>(DATE)</b>	
<b>Total Personnel Wages</b>				\$ -	\$ -	
<b>Fringe</b>	<b>0.00%</b>				\$ -	
<b>Total Personnel Wages and Fringe</b>					\$ -	

MUST match contract budget

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Staff Name	Staff Position	Admin	Program	Actual Check Amount	Expense to TANF	NOTES
<b>PAYPERIOD</b> From (Date) to (Date)				<b>Check Date (DATE)</b>		
<b>Total Personnel Wages</b>				\$ -	\$ -	
<b>Fringe</b>	0.00%				\$ -	
<b>Total Personnel Wages and Fringe</b>					\$ -	

MUST match contract budget

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Program and Administrative Personnel - MUST BE THE SAME AS IN APPROVED BUDGET      Indicate whether Admin or Program

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Staff Name	Staff Position	Admin	Program	Actual Check Amount	Expense to TANF	NOTES
<b>PAYPERIOD</b>	<b>From (Date) to (Date)</b>			<b>Check Date</b>	<b>(DATE)</b>	
<b>Total Personnel Wages</b>				\$ -	\$ -	
<b>Fringe</b>	<b>0.00%</b>				\$ -	
<b>Total Personnel Wages and Fringe</b>					\$ -	

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**SYEP 2023 Payroll Reporting Form**

Program and Administrative Personnel - MUST BE THE SAME AS IN APPROVED BUDGET Indicate whether Admin or Program

Enter the payperiod and check date

Staff Name	Staff Position	Admin	Program	Actual Check Amount	Expense to TANF	NOTES
<b>PAYPERIOD</b>	<b>From (Date) to (Date)</b>			<b>Check Date</b>	<b>(DATE)</b>	
<b>Total Personnel Wages</b>				\$ -	\$ -	
<b>Fringe</b>	0.00%				\$ -	
<b>Total Personnel Wages and Fringe</b>					\$ -	

MUST match contract budget

<b>Personnel Expenses</b>	\$ -
<b>Total FA Expenses:</b>	#DIV/0!
<b>Total 200% Expenses:</b>	#DIV/0!



### SYEP 2023 Expenses Reporting Form

**Program Expenses:**

Non-Personnel Program Expenses

MUST MATCH BUDGET Report your ITEM using the same terminology as that on the budget included in your contract

Vendor	Invoice - Receipt Date	Item	Invoice Total	Total to TANF	Notes
<b>Total</b>				\$ -	
<b>Total Program Expenses:</b>			\$ -		

**Administrative Expenses:**

Administrative Non-Personnel - Miscellaneous: MUST MATCH BUDGET Report your ITEM using the same terminology as that on the budget included in your contract

Vendor	Item	Invoice Total	Total to TANF	Notes
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
<b>Total</b>			\$ -	

<b>Total Administrative Expenses:</b>	\$ -
---------------------------------------	------

<b>Program and Administrative Expenses</b>	\$ -
<b>Total FA Expenses:</b>	\$ -
<b>Total 200% Expenses:</b>	\$ -