

**Oregon Money Management Program  
Annual Payee Report Calculation Worksheet**

Revised 12/28/14

**Client:** \_\_\_\_\_ **Volunteer:** \_\_\_\_\_

Use this form along with your payee register to complete annual payee reports. If your client only receives one benefit use the "Single Benefit Calculation Worksheet". If your client has two benefits, use the "Two Benefits Calculation Worksheets. For more information see the back of this form.

**Single Benefit Calculation Worksheet**

Benefit Type:			Report period from: _____ to: _____
Total Accountable Amount	E		From Annual Payee Report Section 3
Food & Housing	F		From Payee Register - Enter into question B
Other Expenses	G		From Payee Register - Enter into question C
Checking account balance	H		From Payee Register
Payee Savings Account	I		Balance including interest earned
H+I	K		Total Saved Enter into question D

**Two Benefits Calculation Worksheets**

When client's have two benefits, completing the annual payee report can be a bit tricky. Use this worksheet to help complete the reports. The benefit reporting periods for each benefit may or may not be the same. To keep things simple, always apply the full amount of the smaller benefit to Food & Housing and report any savings on the annual report for the larger benefit.

**Larger Benefit Calculation Worksheet**

Benefit Type:			Report period from: <u>3/1/13</u> to: <u>2/28/14</u>
Total Accountable Amount	E		From Payee Report Section 3
Other Expenses	F		From Payee Register - Enter into question C
Food and Housing	G		From Payee Register - Enter into question B
Smaller Federal Benefit	H		From Payee Register
Difference G-H	I		Enter into question B
Payee Savings Account	K		Balance including interest earned
I+K	L		Total Saved – Enter into question D

**Smaller Benefit Calculation Worksheet**

Benefit Type:			Report period from: <u>3/1/13</u> to: <u>2/28/14</u>
Total Accountable Amount	E		From Payee Report Section 3
Food & Housing	F		From Line E - Enter into question B
Other Expenses	G		Enter into question C
Amount Saved	H		Enter into question D

**Provide a copy of this worksheet, the payee register and Payee Annual Report to your program office.**

## **Clients with Two Federal Benefits**

In most cases, clients with two federal benefits receive their annual payee reports at different times of the year. Always apply the smaller benefit amount to the client's largest expense category which is usually housing and food. Never show any saved funds for the smaller benefit. Please review Volunteer Training Session #12 for report examples and instruction.

## **Payee Register**

- Locate the reporting dates on the annual payee report that you have been asked to complete. On your payee register, draw lines across it to indicate where the reporting period begins and ends.
- Find the total for both expense columns and write the total on the bottom of the last page of your payee register.
- Find the total for the benefit deposit columns on the payee register excluding any interest earned and write the total on the bottom of the last page of your payee register.
- The total benefits on the payee register **must** equal the "benefits paid" on the annual Payee Report. Sometimes benefit deposits are made before the 1<sup>st</sup> of the month when a weekend is involved. If that is the case redraw the lines on the payee register so that only the deposits due in the reporting period are included.

## **Refunded Benefit Dollars**

- Only benefit dollars and earned interest may be deposited in the payee checking account. However, refunds of benefit dollars spent may be deposited in the payee account. For example if an auto insurance policy is canceled before the end of the term, a refund is due for the unused portion of the premium.
- Record refunds of benefit dollars in the register by entering it as a negative (-) amount in the appropriate expense column.

## **Interest Earned**

- Interest earned on the payee checking account is entered on the payee register as a deposit in one of the deposit columns.
- Interest earned on a payee saving account accumulates in the account.
- Interest earned is included in the annual payee report and will result in a small increase in the amount saved.
- When interest is paid the total of A, B, and C on the annual payee report will add up to more than the accountable amount. When this happens, simply explain the difference in the comment section on the back of the annual payee report.

## **Questions**

If you have questions or need help completing the annual payee report, contact your program office or your team leader.