



# SAN MATEO CHILD CARE FACILITIES FUND LOANS

## DRAW REQUEST INSTRUCTIONS

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### Loan Draw Worksheet

Borrowers will be provided an Excel file that has project information prepared and ready for use. Below is a sample worksheet with the instructions of how to prepare and complete a Loan Draw Request.

### Process Days

San Mateo Finance Department processes accounts payables every Wednesday.

1. Submit request no later than Monday to be included in the Wednesday run.
2. Electronic Funds Transfers (EFT) to your bank should be completed on the Friday of the same week.
3. Your bank may require an additional 24 hours prior to making those funds available.

### Receipts & Related Documents

1. Documents must be submitted to the City in combined PDF format.
  - a. Exception, the Draw Request worksheet must be submitted in Excel file, not PDF.
2. If expenses are blended with non-project expenses, project items must be highlighted and marked.
3. All supporting documents for the Draw Request must be arranged in order and mark it with the number listed on the worksheet
4. Send email of complete request form & supporting documents to:
  - a. [childcarefacilitiesfund@cityofsanmateo.org](mailto:childcarefacilitiesfund@cityofsanmateo.org)

### DRAW REQUEST WORKSHEET TIPS

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1. When entering expenses, Column G, "Number of Units", must have a number to calculate "Cost" total.
  - a. Typically, 1 is sufficient, unless purchasing materials directly.
  - b. "Unit Price" will calculate with "Number of Units" for "Cost" total.
2. Make sure to note the proper draw "Request #" number in cell G2, and in Column B, "Draw Request #".
  - a. The Request # should be changed sequentially
  - b. All including items in the current request should have the same Request # in Column B.
3. To add and total all items for the current request in cell I2:
  - a. First enter the lines of invoices/receipts information
  - b. Go to cell I2 and select the **range of cells**, looks like this to start: **=SUM(H10:H11)**
  - c. Select the cells in Column H, "Cost" that are part of the request. It is likely the last entries.
  - d. Enter the new cells range and the "Amount" total in I2 should match the total of the submitted items.
4. Columns I "Date Paid/Due" and J "Check/Wire #" are available for borrowers to reflect completed payments for documenting reimbursing requests.
5. Cells F25 and H25 reflect the loan amount and total expenditures, and cell G6 reflects the remaining loan balance.

## SAMPLE WORKSHEET IMAGE

A	B	C	D	E	F	G	H	I	J	
2	Child Care Facilities Fund Loan - HAPPY FEET DAY CARE					Request #	13	Amount	\$7,584.80	
3	Vendor #: 123456		P.O. #: 31-18500							
4	Address: 2500 Lorax Street, San Mateo, CA, 94403									
6	For 07/03/2019 through 12/26/2020					Total Remaining Loan Balance \$6,098.99				
8	Date	Draw Req. #	Invoice No.	Vendor Name	Description	Unit Price	Number of Units	Cost	Date Paid/Due	Check/Wire #
9					Loan Amount	\$450,000.00	1.00	\$450,000.00		
10	7/3/2019	1		Great Designs	Architectural Services	\$8,205.00	1.00	-\$8,205.00		
11	8/15/2019	1		Design the Lands	Landscape Architects	\$2,580.50	1.00	-\$2,580.50	9/1/2019	19250
12	9/3/2019	2		Great Designs	Architectural Services	\$6,599.00	1.00	-\$6,599.00		
13	10/1/2019	2		Great Designs	Architectural Services	\$4,835.75	1.00	-\$4,835.75		
14	10/30/2019	3	#1	Best Builders Construction	Construction Fees, City Permit Fee	\$56,987.55	1.00	-\$56,987.55		
15	11/12/2019	4		Great Designs	Architectural Services	\$2,510.41	1.00	-\$2,510.41		
16	12/16/2019	5	#2	Best Builders Construction	Construction Fees	\$43,700.00	1.00	-\$43,700.00		
17	1/15/2020	7	#3	Best Builders Construction	Construction Fees	\$198,700.00	1.00	-\$198,700.00		
18	1/31/2020	8		No More Smells	Trash Enclosure	\$1,300.00	1.00	-\$1,300.00		
19	3/27/2020	9		Great Designs	Architectural Services	\$4,372.50	1.00	-\$4,372.50		
20	6/29/2020	10		Fire Safe	Fire Sprinklers & Alarm Service	\$15,625.00	1.00	-\$15,625.00		
21	8/18/2020	12	#4	Best Builders Construction	Construction Fees	\$90,900.50	1.00	-\$90,900.50		
22	12/26/2020	13	#5	Best Builders Construction	Construction Fees - Final	\$7,584.80	1.00	-\$7,584.80		
23								\$0.00		
24								\$0.00		
25	Total		1			\$450,000.00	14.00	\$443,901.01		