

Information for client, volunteer and bank is entered in the top section.

When there is more than one item per category it is entered as a formula. For example if Verizon is \$59.88 and National Grid is \$24.78 then =59.88+24.78 is entered. This can be entered right in the cell and will display as a sum of the numbers entered. The function box (fx) box will show the selected cell's formula for the displayed sum.

Clipboard Font Alignment Number

J17  $=238.29+121.9+98.84+89.58$

### MASSACHUSETTS MONEY MANAGEMENT PROGRAM REPRESENTATIVE PAYEE MONITORING RECORD

REP PAYEE: <b>RP Volunteer</b> ADDRESS: <b>123 Main Street</b> CITY, MA ZIP: <b>Danvers, MA 01923</b> PHONE (H): <b>978-532-6614</b> PHONE (W): <b>617-559-6584</b> PHONE (C): <b>339-223-9587</b> Email: <a href="mailto:rpvol@yahoo.com">rpvol@yahoo.com</a>	CLIENT: <b>RP Client</b> Address: <b>34 Oak St</b> CITY, MA ZIP: <b>Peabody, MA</b> S.S.I.? <b>Yes</b>	BANK: <b>People's Bank</b> ACCOUNT #: <b>ending in 9907</b> OPENED: <b>6/25/2011</b> CLOSED:
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**BANK BALANCE OVER \$2000.00      BANK BALANCE OVER \$2000.00      BANK BALANCE OVER \$2000.00**

Date Monitored	STATEMENT DATE	DEPOSITS						DISBURSEMENTS*										TOTAL CHECKS	ENDING BALANCE	REMARKS	
		BEGINNING BALANCE	(1) SSA	(2) SSI	(3) OTHER	TOTAL DEPOSITS	(4) SHELTER	(5) FOOD*	(6) UTILITIES	(7) PERSONAL	(8) MEDICAL	(9) CLOTHING	(10) OTHER	(11) REP PAYEE							
1/20	January	1,944.56		839.55		839.55	231.00							500.00					731.00	2,053.11	
2/24	February	2,053.11		839.55		839.55	231.00		548.61					400.00			3.00		1,182.61	1,710.05	(10) bank fee
4/5	March	1,710.05		839.55		839.55	231.00		96.58					350.00			3.00		680.58	1,869.02	(10) bank fee
6/12	April					839.55	231.00		117.37					400.00			3.00		751.37	1,957.20	(10) bank fee
5/24	May					839.55	231.00		187.42					350.00			3.00		771.42	2,025.33	(10) bank fee
6/21	June					839.55	231.00		99.25					350.00			3.00		683.25	2,181.63	(10) bank fee
	July					0.00													0.00	2,181.63	
	August					0.00													0.00	2,181.63	
	September	2,181.63				0.00													0.00	2,181.63	
	October	2,181.63				0.00													0.00	2,181.63	
	November	2,181.63				0.00													0.00	2,181.63	
	December	2,181.63				0.00													0.00	2,181.63	
	YTD Totals		0.00	5,037.30	0.00	5,037.30	1,386.00	0.00	1,049.23	2,350.00	0.00	0.00	15.00	0.00				4,800.23			

2012 2011

SSI recipient is indicated in the client section. This triggers a notification to appear if the balance exceeds \$2000.

Before entering a month's income and expenses, the prior month's ending balance is check to verify that it matches the beginning balance on the statement.

One file can contain monitoring for multiple years. Some files also contain a tab for Notes.