

# **NOTICE OF NONPROFIT YEAR-END REPORT REQUIREMENT**

All recipients of the County of Hawai'i Nonprofit Grants-In-Aid for FY 2013-2014 must submit a final year-end report within sixty (60) calendar days after June 30 of the 2013-14 fiscal year.

**DEADLINE FOR SUBMISSION:** Post-marked no later than **August 29, 2014**. Partial reports will not be accepted, and there will be no further notice.

**REPORTING REQUIRED:** To fulfill reporting requirements, you must provide as follows:

**1. Brief Narrative.** Create a Brief Narrative not to exceed two (2) pages, that summarizes the "public benefits derived" from use of the County of Hawai'i Grants-In-Aid funds; and

**2. Summary of Income.** Revenue Sources and Funds Received during FY 2013-14 must be provided. This form is provided for your completion and is Attachment 1 to your Brief Narrative; and

**3. Summary of Grant Expenditures.** Budget Categories and Actual Expenditures from County of Hawai'i Grants-In-Aid funds for FY 2013-14 must be provided. This form is provided for your completion and is Attachment 2 to your Brief Narrative.

**SUBMIT REPORT TO:** Hawai'i County Council  
Karen Eoff, Chair, Human Services & Social Services Committee  
West Hawai'i Civic Center, Building A  
74-5044 Ane Keohokalole Highway  
Kailua-Kona, Hawai'i 96740

Should you have questions, please contact Wendy P. Baez, Legislative Assistant to Karen Eoff, at 323-4279 or via email at [wbaez@hawaiicounty.gov](mailto:wbaez@hawaiicounty.gov).

**County Code:** The reporting requirement as it appears in the Hawai'i County Code, amended by Ordinance 136-2012, is provided for your reference, and reads as follows:

Chapter 2, Article 25, Section 2-142, Hawai'i County Code

(c) For grants awarded pursuant to section 2-139(a)(1), the nonprofit organization shall submit a written report to the council within sixty days after June 30 of the contractual year. The report shall include, but not be limited to, a detailed description focusing on specific, measureable outcomes of how the County funds were used, public benefits derived from their use, and a breakdown of other funding sources and their expenditures.

(d) In addition to any other remedy provided by law, if the nonprofit organization fails to submit the written report due within sixty days after June 30 of the contractual year within the allotted time, the County shall require the nonprofit organization to return all grant funds awarded and deem the nonprofit ineligible to receive future grant awards for at least the following fiscal year, and for all subsequent fiscal years until such time as that written report is submitted to, and accepted by, the council.

(e) Should the written report due within sixty days after June 30 of the contractual year be deemed by the County to contain insufficient information, the nonprofit organization shall be notified of the deficiencies and shall provide the additional information within thirty days of notice or the nonprofit organization will be deemed to be in violation of this section.

For your convenience, the year end report forms are attached but are also available at:  
<http://www.hawaiicounty.gov/fn-nonprofit-grant-forms/>

## SUMMARY OF INCOME FOR FY 2013-14

AGENCY/ORGANIZATION: \_\_\_\_\_

PROGRAM NAME: \_\_\_\_\_

Revenue Sources	Funds Received: FY 2013-14 (07/01/13 – 06/30/14)
County of Hawai'i	\$ _____
State of Hawai'i	\$ _____
Federal Funds	\$ _____
Private Foundations	\$ _____
United Way Funds	\$ _____
Admissions	\$ _____
Donations	\$ _____
Fundraising	\$ _____
Vending Machines	\$ _____
Service / Program Fees	\$ _____
Third Party Reimbursements	\$ _____
Tuition / Client Fees	\$ _____
Interest Income	\$ _____
Others (please list)	\$ _____
a.	\$ _____
b.	\$ _____
c.	\$ _____
<b>TOTAL REVENUES</b>	\$ _____

**SUMMARY OF GRANT EXPENDITURES FOR FY 2013-14**

**AGENCY/ORGANIZATION:** \_\_\_\_\_

**PROGRAM NAME:** \_\_\_\_\_

**\*\*EXPENDITURES SUPPORTED BY THIS COUNTY GRANT-IN-AID AWARD ONLY\*\***

<b>Budget Category</b>	<b>FY 2013-14 (07/01/13 – 06/30/14) ACTUAL EXPENDITURES</b>
<b>1. Salary and Wages: Payroll Taxes, Benefits</b> (Health, Dental Insurance, etc.)	\$ _____
<b>2. Professional Fees</b> – Legal; Accounting/Bookkeeping; Audit Fees; Administrative Fees; Other	\$ _____
<b>3. Operations</b> – Membership, Training, Insurance, Rent/Lease, Utilities	\$ _____
<b>4. Supplies</b> – Office; Program; Consumable; Telephone; Postage & Freight	\$ _____
<b>5. Equipment</b> – Purchase; Rental; Repairs & Maintenance	\$ _____
<b>6. Other</b> – Please specify: _____	\$ _____
<b>7. Unused Portion</b> – Return unused funds payable to: County Director of Finance	\$ _____
<b>TOTAL COUNTY NONPROFIT GRANT-IN-AID AWARD FOR FY2013-14</b>	\$ _____