

State Grants Compliance Reporting: Receipt of < \$25,000

Instructions: Each grantee receiving at least \$1 and less than \$25,000 should complete the basic information requested here relative to the organization, as well as the accounting for State funds received, used or expended, and a description of activities and accomplishments undertaken by the grantee with the State funds. The completed form should be submitted to the funding agency.

This information should be completed and submitted by all grantees receiving any amount less than \$25,000.

1. Organization:

Name:	
Tax Identification #:	
Organization Fiscal Year End: (mmddyyyy)	
Mailing Address (street, city, state, zip code):	
Phone Number (area code + number):	
Fax Number (area code + number):	
Contact Person:	
Contact Person Title:	
E-Mail Address:	

2. Preparer: [PLEASE INDICATE WHO PREPARED THIS INFORMATION BY CHECKING] Employee CPA/Accountant

Name of Preparer:	
Phone Number:	

3. Please provide a list of the Organization's Board Members. [ADD ADDITIONAL PAGES, IF NEEDED]

Name of Board Member	Board Member Title

G.S. 143-6.2 and the North Carolina Administrative Code 09 NCAC 03M requires that every non-State entity that receives, uses, or expends any State funds shall use or expend the funds only for the purposes for which they were appropriated, and that the grantee must have a Conflict of Interest Policy. Please answer the following questions:

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4. Does the grant award document(s) place any restrictions on the grant funds? [CHECK ONE]		yes		no
5. If yes, list grants:				
Contract #	Brief Description of Restrictions			
6. Does the organization have a Conflict of Interest policy?		yes		no
7. Is the organization a for profit entity?		yes		no

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G.S. 143-6.2 and the North Carolina Administrative Code 09 NCAC 03M requires that every non-State entity that receives, uses, or expends any State funds shall use or expend the funds only for the purposes for which they were appropriated, and if the grantee then subgrants or pass any or part of those funds to another organization, then the granting organization must also pass on the reporting requirements to the subgrantee. Please answer the following questions:

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8. Did the organization subgrant or pass down any funds to another organization?		yes	no
9. If yes, answer the following:			
a. Name of subgrantee	b. Program name	c. Amount subgranted	

10. Financial Accounting: [COMPLETE BASED ON TOTAL DOLLARS RECEIVED FROM THE STATE, LISTING ALL STATE AGENCIES THAT GRANTED FUNDS TO YOUR ORGANIZATION USING THE CASH BASIS.]

a. Receipts:

Funding State Agency	Programs/Title	Contract #	Program Total
1			\$
2			\$
3			\$
4			\$
5			\$
Total Receipts:			\$

b. Expenditures:

Category	Program 1	Program 2	Program 3	Program 4	Program
Salary/Wages/Benefits	\$	\$	\$	\$	\$
Contracted Services					
Supplies and Materials					
Travel (example: employee mileage, meals, hotel)					
Communication Costs (example: telephone, postage, freight)					
Occupancy Costs (example: rent, utilities, repair and maintenance)					
Advertising and Promotions					
Insurance and Bonding					
Capital Outlay (example: furniture/equipment, data processing)					
Grants and Contracts					
Fundraising					
Other Expenses: (list)					
Total Expenditures:	\$	\$	\$	\$	\$

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Unexpended Grant Balance Available for Expenditure:

Beginning of the year	\$	\$	\$	\$	\$
End of the year	\$	\$	\$	\$	\$

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11. Program Activities and Accomplishments:

In compliance with the requirements of G.S. 143-6.2, *Use of State funds by non-State entities*, the following is a description of activities and accomplishments undertaken by our organization using the provided state funding:

Program Name	Original Goals	Brief Narrative of Program Accomplishments

If there are any questions, please contact the North Carolina Office of the State Auditor:
Leigh Ann Kerr @ (919) 807-7535 or
Harriet Abraham @ (919) 807-7673.