



HENDERSON COUNTY

NON-PROFIT AGENCY REPORTING INSTRUCTIONS

GENERAL INFORMATION

Each year during the budget process, the Henderson County Board of Commissioners decides which non-profit organizations they would like to fund for the upcoming fiscal year. As part of that funding agreement, the County is required to enter into a contract (not-for-profit funding agreement) for services to be provided by each organization. As per Item #7 of that agreement, each organization is required to submit a report to the Budget Office twice annually to provide an update on their stated goals and objectives.

The AGENCY shall submit to the COUNTY a semi-annual status report in January 20xx, and an annual status report in July 20xx, of all program activities including a summary of the accomplishment of stated goals and objectives.

This reporting can become very confusing since you will have submitted a new request for the upcoming fiscal year and the semi-annual and annual reports are for the current fiscal year in which you received funding. Check for the correct color codes and years at the top of the report to ensure you are submitting the correct report forms.

INSTRUCTIONS FOR SEMI-ANNUAL REPORT

In the month of January, your semi-annual report should be submitted to the Budget Office. This can be achieved by filling out the second tab [Semi-Annual Report] of the Excel spreadsheet which was filled out and submitted when you made your initial funding request – for the *CURRENT* fiscal year. The Service Outputs, Service Outcomes and related Target numbers should match what was originally submitted. This information should all be pulled over from the [Application] tab automatically.

To submit your semi-annual report, please fill in the Date of submittal and Target numbers achieved as of 12/31/xx and submit the entire Excel spreadsheet to the Budget Office. If you cannot locate your original Excel file, please contact the Budget Office, and they will assist you. If your organization has other reports already created which reflect the current status of stated program goals and objectives for which funding was utilized, you may submit those reports as well. The Budget Office will assist you in determining if other types of submitted reports are acceptable for the stated purposes.

IMPORTANT NOTES: We realize many organizations assist multiple counties with the services they provide. For reporting purposes, however, please submit numbers which only reflect services provided to Henderson County residents. The County Fiscal Year runs from July 1st -

June 30th. If your organization operates on a calendar year, please make sure to modify your target numbers to fit our Fiscal Year when filling in the information for your semi-annual and annual reports.

INSTRUCTIONS FOR ANNUAL REPORT

In the month of July, your annual report should be submitted to the Budget Office. This can be achieved by filling out the third tab [Annual Report] of the Excel spreadsheet which was filled out and submitted when you made your initial funding request – for the *PREVIOUS* fiscal year. The Service Outputs, Service Outcomes and related Target numbers should match what was originally submitted. This information should all be pulled over from the [Application] tab automatically. In addition, all Target numbers from the semi-annual report should be pulled over automatically to this sheet as well.

To submit your annual report, please fill in the Date of submittal and Target numbers achieved as of 06/30/xx and submit the entire Excel spreadsheet to the Budget Office. If you cannot locate your original Excel file, please contact the Budget Office, and they will assist you. If your organization has other reports already created which reflect the current status of stated program goals and objectives for which funding was utilized, you may submit those reports as well. The Budget Office will assist you in determining if other types of submitted reports are acceptable for the stated purposes.

IMPORTANT NOTES: We realize many organizations assist multiple counties with the services they provide. For reporting purposes, however, please submit numbers which only reflect services provided to Henderson County residents. The County Fiscal Year runs from July 1st - June 30th. If your organization operates on a calendar year, please make sure to modify your target numbers to fit our Fiscal Year when filling in the information for your semi-annual and annual reports.

REPORTING TIPS

Because the application and reporting process spans fiscal years, it can become very confusing. Please review the following example for additional clarification:

- **February 2023** – An organization requests program funding for **Fiscal Year 2023-2024** by submitting an Excel Application.
- **June 2023** – Funding decisions are made by the Board of Commissioners for **Fiscal Year 2023-2024** and go into effect on July 1st 2023. Disbursements are deposited quarterly via EFT.
- **January 2024** – **Semi-annual reports** are due from organizations which received funding for **Fiscal Year 2023-2024**.
- **February 2024** - An organization requests program funding for **Fiscal Year 2024-2025** by submitting an Excel Application.
- **June 2024** – Funding decisions are made by the Board of Commissioners for **Fiscal Year 2024-2025** and go into effect on July 1st 2024. Disbursements are deposited quarterly via EFT.
- **July 2024** - **Annual reports** are due from organizations which received funding for **Fiscal Year 2023-2024**.

For assistance with the report forms, please contact:

- Sonya Flynn, Budget Manager
 - (828) 697-4809 or sflynn@hendersoncountync.gov
- Jennifer Miranda, Budget Analyst
 - (828) 697-4809 or jmiranda@hendersoncountync.gov