

## HAWAI'I AMERICORPS PROGRAM ONCORPS REPORTS FOR 2016-2017

### FINANCIALS TAB

The screenshot shows a navigation bar with the following tabs: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The 'FINANCIALS' dropdown menu is open, displaying the following options: Submit Reports, View Reports, Approve Reports, Upload/Download Files, Budget, Periodic Expense Report, Aggregate Financial Report, Budget Modification Request, Program Income Report, and In-Kind Other. A 'Home' link is visible on the left, and 'Help' and 'Create PDF' buttons are on the right.

Name of Report	Who Completes It?	When is it due?	What goes in the report?	How is information in this report used by HCNCs?
<b>Budget (REQUIRED)</b>	Fiscal Director	At the beginning of Program Year	<ul style="list-style-type: none"> <li>Approved Program Year Budget</li> </ul>	
<b>Periodic Expense Report</b> <i>REQUIRED</i>	Fiscal Director	Monthly	<ul style="list-style-type: none"> <li>Amounts requested for reimbursement by line item</li> <li>Match amounts expended or realized for the month</li> <li>If there are obvious anomalies for that month, include comments</li> </ul>	<ul style="list-style-type: none"> <li>Determine if CNCS and match amounts are being expended proportionally</li> <li>Determine if expenditure is warranted for amounts listed</li> <li>Determine if program is meeting spending targets each month</li> </ul>
<b>Aggregate Financial Report</b> <i>REQUIRED</i>	Fiscal Director	Quarterly (start– Dec 2016; Jan-Mar 2016; Apr-Jun 2016; Jul-Sep 2016; Oct-end)	<ul style="list-style-type: none"> <li>Aggregate PER data</li> </ul>	<ul style="list-style-type: none"> <li>Used to complete FFR to CNCS</li> </ul>
<b>Program Income Report</b> <i>ONLY IF PROGRAM INCOME IS RECEIVED</i>	Fiscal Director	8th workday of each month (for programs that have Program Income)	<ul style="list-style-type: none"> <li>Name of income source</li> <li>Amount of program income received for the month</li> <li>Source type</li> <li>Income type (cash/in-kind)</li> </ul>	<ul style="list-style-type: none"> <li>Track source and amount of program income to determine monitoring needs</li> <li>Compare program income reporting to approved program income statement (at beginning of program year)</li> </ul>

## REPORTING TAB

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Name of Report	Who Completes It?	When is it due?	What goes in the report?	How is information in this report used by HCNCs?
<b>Performance Measures (New)</b> Initial Entry <i>REQUIRED</i>	Program Director	At the beginning of the program year	<ul style="list-style-type: none"> <li>Initial entry of Performance Measures including Outputs, Outcomes, and Targets as they are written in your approved grant.</li> </ul>	<ul style="list-style-type: none"> <li>Used to complete Progress Reports</li> </ul>
<b>OnCorps GPR – Mid-Year</b> <i>REQUIRED</i>	Program Director	April 2017 (Exact Due Date TBD)	<ul style="list-style-type: none"> <li>Progress towards meeting Performance Measures (start of program year – March 31, 2017)</li> </ul>	<ul style="list-style-type: none"> <li>Track program’s progress towards meeting Performance Measures</li> <li>Used to complete Commission’s GPR to the Corporation</li> </ul>
<b>OnCorps GPR – End-Year</b> <i>REQUIRED</i>	Program Director	October 2017 (Exact Due Date TBD)	<ul style="list-style-type: none"> <li>Program Progress/CNCS Initiatives</li> <li>Demographics</li> <li>Successes/Challenges (April 1, 2017 – September 30, 2017)</li> </ul>	<ul style="list-style-type: none"> <li>Track program’s accomplishments, challenges and outcomes</li> <li>Used to complete Commission’s GPR to the Corporation</li> </ul>
<b>OnCorps GPR – End-Year</b> <i>REQUIRED if Program extends beyond 09/30/17</i>	Program Director	February 2018 (Exact Due Date TBD)	<ul style="list-style-type: none"> <li>Program Progress/CNCS Initiatives</li> <li>Demographics</li> <li>Successes/Challenges (October 1, 2017 – end of program year)</li> </ul>	<ul style="list-style-type: none"> <li>Track program’s accomplishments, challenges and outcomes</li> <li>Used to complete Commission’s GPR to the Corporation</li> </ul>

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Name of Report	Who Completes It?	When is it due?	What goes in the report?	How is information in this report used by HCNCS?
<b>Great Stories</b> <i>Optional</i>	Program Director	May be submitted throughout the program year	<ul style="list-style-type: none"> <li>Inspirational stories from members or program staff reflecting on impact of AmeriCorps</li> </ul>	<ul style="list-style-type: none"> <li>May be used in Commission newsletter</li> </ul>

TIME TRACKING TAB

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**Time Tracking**

Name of Report	Who Completes It?	When is it due?	What goes in the report?	How is information in this report used by HCNCS?
<b>Member Service Hours</b> <i>REQUIRED (unless HCNCS approved alternative method)</i>	Member Supervisor/Program Director	As often as daily, but at least bi-monthly. Monthly if batching	<ul style="list-style-type: none"> <li>Actual member service/training/fundraising hours</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that training and fundraising hours do not exceed maximum requirements</li> <li>Track member progress towards completion</li> </ul>