

HAWAI'I AMERICORPS PROGRAM ONCORPS REPORTS FOR 2018-2019

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 tab is selected and open, displaying a dropdown menu with the following items: 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. To the right of the menu, there are buttons for Help and Create PDF.

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

REPORTING TAB

Name of Report	Who Completes It?	When is it due?	What goes in the report?	How is information in this report used by HCNCs?
Performance Measures Initial Entry <i>REQUIRED</i>	Program Director	At the beginning of the program year	<ul style="list-style-type: none"> Initial entry of Performance Measures including Outputs, Outcomes, and Targets as they are written in your approved grant. 	
Progress Report <i>REQUIRED</i>	Program Director	April 16, 2019 October 17, 2019 Supplemental: January 15, 2020	<ul style="list-style-type: none"> Progress towards meeting Performance Measures Program Progress/CNCS Initiatives Demographics Successes/Challenges 	<ul style="list-style-type: none"> Track program’s progress towards meeting Performance Measures Track program’s accomplishments, challenges and outcomes
Program Income Report <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"> Name of income source Amount of program income received for the month Source type Income type (cash/in-kind) 	<ul style="list-style-type: none"> Track source and amount of program income to determine monitoring needs Compare program income reporting to approved program income statement (at beginning of program year)

HOME TOOLS ▾ MANAGE RECORDS ▾ REPORTING ▾ FINANCIALS ▾ TIME TRACKING ▾ DIRECTORIES ▾ CALENDAR ▾ HELP ▾

[Home](#)

- Submit Program Reports ▸
- Approve Program Reports
- View Program Reports ▸
- Submit Service Reports**
- Approve Service Reports
- View Service Reports
- Upload/Download Files

Page Tools ? Help Create PDF

- Volunteer Mobilization
- Great Stories
- Civic Engagement Activities

Name of Report	Who Completes It?	When is it due?	What goes in the report?	How is information in this report used by HCNCs?
Great Stories <i>Optional</i>	Program Director		<ul style="list-style-type: none"> Any story regarding members that you would like to share with the Commission or CNCS 	

TIME TRACKING TAB

HOME TOOLS ▾ MANAGE RECORDS ▾ REPORTING ▾ FINANCIALS ▾ **TIME TRACKING** ▾ DIRECTORIES ▾ CALENDAR ▾ HELP ▾

[Home](#) > [Time Tracking](#)

Member Service Hours ▸

Supervisor In Kind Hours ▸

Page Tools Create PDF

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?
Member Service Hours <i>REQUIRED (unless HCNCs approved alternative method)</i>	Member Supervisor/Program Director	As often as daily, but at least bi-monthly	<ul style="list-style-type: none"> Actual member service/training/fundraising hours 	<ul style="list-style-type: none"> Ensure that training and fundraising hours do not exceed maximum requirements Track member progress towards completion