

**United Way of the Mark Twain Area Full Funding Forms**  
**2016-2017**

**Disbursement: 11/01/2016—10/31/2017**

Enclosed please find the United Way Financial Reporting Forms for the fiscal year of **2015-16** and the accompanying explanation guide. Return to the United Way office the following:

1. Completed Financial Reporting forms an **original plus fifteen (15)** copies.
  - (15) copies of – Cover sheet
  - (15) copies of – Summary
  - (15) copies of – Budget Form 1
  - (15) copies of – Budget Form 2—need only to do this if your budget is over \$20,000
  - (15) copies of – Budget Form 3
  - (15) copies of – Budget Form 4
  - (15) copies of – Budget Form 5
  - (15) copies of – 25 word statement

**(You keep the original)** Please have the copies **hole punched** for a standard three ring binder. **(NO STAPLES - PLEASE)**

**We only need (1) one copy of each of the following:**

2. One (1) copy ----**(Signed)** Agency Agreement **–(Agency Director and Board President signatures).**
3. One (1) copy of your 501 C - 3 (tax exempt) certification.
4. One (1) copy of your last external audit report. (Budgets over \$20,000)
5. One (1) copy of your federal 990 form. (Budgets over \$20,000)
6. A complete Board Member Listing with names, addresses and phone numbers.
7. One (1) copy of each of the matrix forms.

These must be received by the United Way office no later than **Friday, March 11, 2016**, in order that the Allocation Committee can begin preparations for the subsequent hearings. Extensions will be made only at the discretion of the committee.

**Fiscal Year – November 2016 to October 2017**