#### NPC Annual Report Template Instructions 2011

The VA Nonprofit Program Office (NPPO) is responsible for collecting and compiling the Annual Reports to VA from all of the VA Affiliated Nonprofit Research and Education Corporations (NPCs). If you have questions or concerns regarding the Excel Workbook used to compile this Report or the submission instructions, please call or email Kimberly Collins, NPPO Administrator:

Office phone: (816) 922-2043 Office facsimile: (816) 922-4712 Email: kimberly.collins@va.gov

#### **GENERAL INSTRUCTIONS**

- 1. This information is being collected primarily for the purpose of compiling the NPC Annual Report to Congress. Congress mandated a combined Annual Report so that it could get information about the entire NPC program on a consolidated basis nationwide. The combined NPC Annual Report to Congress is also used by top level VA managers to assess the program's progress, by the NPCs themselves to gauge their individual standing in relation to the entire group of NPCs, and by organizations and individuals outside the government that have an interest in the NPCs. Also, very importantly, the information submitted is used by the VA executives and the NPPO to carry out some of the VA Secretary's oversight duties and responsibilities.
- The NPC Annual Reports are needed by VA to accomplish its duties and responsibilities to report to Congress, to provide needed information to senior VA executives, conduct some of the oversight for the NPCs, and to aid the NPCs in accomplishing their fundamental objective of providing support to VA research and education.
- All NPCs must respond annually by submitting their NPC Annual Reports. Normally, the reports
  will be prepared by the NPC's Executive Director, Chief Executive Officer, Chief Financial Officer,
  Controller or other person with equivalent authority, ability and access to the required financial
  and other information.
- 4. NPPO estimates that it will take an average of five hours to prepare this Report. However, because of the huge size disparities in the NPCs and other factors peculiar to some of the NPCs, more or less time may be needed. If you would like to comment upon the estimated burden of preparing this Report, please contact Kimberly Collins, NPPO Administrator, at (202) 731-6973 or kimberly.collins@va.gov.
- As noted above, this Annual Report is mandatory for all NPCs, regardless of size and whether they are active or not. Each NPC will be responsible for submitting this Annual Report as long as it is not properly, legally dissolved.
- 6. VA and NPPO cannot assure confidentiality or privacy of any of the information submitted in this Report. The information in this report is required for and will be included in VA's annual report to Congress, which is required by statute and is a public document.
- 7. The Congress requires detailed listings of all NPC payees greater than \$50,000. This may require the listing of payments to employees. If the NPC regards this as "sensitive" information, then we suggest that employee numbers, not names, be used in the listing. NPPO does not regard any other information submitted in this Report to be of a sensitive nature.
- Under the Paperwork Reduction Act, VA may not conduct or sponsor, and you are not required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) number, or is being collected from fewer than ten persons (entities) in a twelve month period.
- 9. Both the preparation and filing of this Report are by electronic means.

#### **SPECIFIC INSTRUCTIONS**

10. On or before June 1, please submit your NPC Annual Report form in Excel format by email to

#### NPC Annual Report Template Instructions 2011

#### paula.floyd@va.gov.

- 11. Print out the NPC Certification page (Tab 2), sign the Certification, and create a PDF of the NPC Certification page only.
- 12. In an email to the NPPO, please attach the following items in the format indicated in parenthesis:
  - a. Completed NPC Annual Report Template workbook including Tab 12 (Excel only)
  - b. Signed Certification page (only) at Tab 2 (PDF)
  - c. Independent Audtiors' Report (PDF)
  - d. Audited Financial Statements (PDF)
  - e. Independent Auditors' Mangement Letter(s) (PDF)
  - f. IRS Form 990 or Form 990EZ with all schedules (PDF)
- 13. In the "Subject" line of your email, please indicate your **city and state first** and then the item(s) you are submitting: For example: "Subject: **Columbia, MO** 2010 NPC Annual Report"
- 14. If the attached files are too large to send in one email, then please submit multiple emails with a notation in the email "Subject" line. For example: "Subject: Columbia, MO Independent Auditors' Report and Audited Financial Statements for 2010 1 of 2"
- 15. Please double check to see that your Total Assets, Total Liabilities, Total Revenues and Total Expenses figures agree exactly with the corresponding amounts shown on your Form 990 or 990 EZ tax return. Also, please be sure you have completed all of the worksheets, including "Accomplishments" (Tab 10) and "Budget and Other" (Tab 12). The information on Tab 12 is very important for VA's budgeting and reporting of budget information to the OMB. The other information at Tab 12 is necessary for senior VA executives and NPPO to evaluate your NPC's progress, financial condition, and operations.
- 16. NPPO will send you an email acknowledging your submission and NPPO's acceptance of your NPC Annual Report as soon as it has made a preliminary review of the Report's completeness and accuracy.

OMB 2000 VVVV

### NPC Annual Report Template NPC Certification 2011

Exact Name of per Articles o		on:						
Primary Affilia Other Affiliated Executive Dire	d VAMC(s):							
This corporatio	n engages in:	Research		Research & Edu	cation		Education Only	
Audit Type:		A133		GAGAS			GAAS	
m . l p	If no	o audit this year, date of	last audit:					
Total Revenue	(See VHA H	\$ andbook 1200.17, Appe	endix A to	_ determine audit r	equirements.)			
The following to the fo	a. b. c. d. e. f. g. h. i. j. k. required items ndependent tudited Fina tuditor's Ma ducational a ists of Fund ist of Payee	. Government funding in . Non-Government funding in . Non-Government funding in . Non-Government funding . Non-Government funding . Salary expenditure for . Salary expenditure for . Total expenditure for . Travel expenditure for . Auditors' Report (PDF) ungagement Letter (PDF) . Activities List . List . List . List . Salary expenditure for . Travel	eceived fo ling received ing received research se education corporate research education research education research reducation research	r education ed for research ed for education staff staff administrative sta documents must b	oe submitted elect	100,0 ment	00 or 3 Yr Grace Period Letter Issued	
of interest police	cy in accordan	tor, officer and employence with VHA Handboo olicy and submitted a co	k 1200.17,	and has acknowl	edged underestan			
	Executive Di	irector Signature					Date	
		ard members, including nployees have taken int						
	Executive Di	irector Signature					Date	

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		NPC Office Held (Chair, President, Secretary, Treasurer, etc., if any)
Statutory Board Members	Name	
Medical Center Director or equivalent		
Chief of Staff or equivalent		
Associate Chief of Staff for Research or equivalent		
Associate Chief of Staff for Education or equivalent		
Outside Board Member 1		
Outside Board Member 2		
Others	Name	

# NPC Annual Report Revenues 2011

0

### Revenue

	Research	Education	General	Total
Government Funding Received				\$ -
Non-Government Funding Received				_
Interest, Dividend & Other Investment Income				-
Other Misc. Revenue (do not include IPA reimbursements or Gov. or Non-Gov. Funding)				-
Total Revenue	\$0	\$0	\$0	\$0

<b>Expenses</b>	<b>&gt;</b>	<b>&gt;</b>	<b>&gt;</b>	<b>&gt;</b>	
Total Management and General Expenses			\$ -	\$ -	
Total Fundraising Expenses			\$ -	\$ -	
Total Program Expenses	_	-		-	
Total Expenses \$0					

Ratio of Admin/Program Expenses

#DIV/0!

### NPC Annual Report Expenses 2011

	IRS Form 990 Part IX Statement of Functional Expenses		(A) Total	(B) Program services			(C) Management and General	(D) Fundraising
				Research	Education	Total		
1	Grants and other assistance to governments and organization in the U.S. See Part IV, line $21$	1	_					
2	Grants and other assistance to individuals in the U.S., See Part IV, line $22$	2	-			-		
3	Grants and other assistance to governments, organizations and individuals outside the U.S. See Part IV, lines 15 and 16	3	_			-		
4	Benefits paid to or for members	4	-			-		
5	Compensation of current officers, directors, trustees, and key employees	5	_			-		
6	Compensation not included above, to disqualified persons (as defined under section $4958(f)(1)$ ) and persons decribed in section $4958(c)(3)(B)$	6						
7	Other salaries and wages	7						
8	Pension plan contributions (include section 401 (k) and section		-			-		
Ü	403 (b) employer contributions	o .	_			_		
9	Other employee benefits	9	_			-		
10	Payroll taxes	10	_			-		
11	Fees for services (non-employees):	11	_			-		
	a Management	a	-			-		
1	b Legal	b	-			-		
	c Accounting	С	-			-		
(	d Lobbying	d	-			-		
	e Professional fundraising. See Part IV, line 17	e	-			-		
	f Investment management fees	f	_			-		
1	g Other	g	-			-		
12	Advertising and promotion	12	-			-		
13	Office expenses	13	-			-		
14	Information technology	14	-			-		
15	Royalties	15	_			-		
16	Occupancy	16	_			-		
17	Travel	17						
18	Payments of travel or entertainment expenses for any federal, state, or local public officials	18	-					
19	Conferences, conventions, and meetings	19	-			-		

### NPC Annual Report Expenses 2011

		(A) Total	(B) Program services			(C) Management and General	(D) Fundraising
			Research	Education	Total		
20 Interest	20	-			-		
Payments to affiliates	21	-			-		
22 Depreciation, depletion, and amortization	22	-			-		
23 Insurance	23	-			-		
Other expenses – Itemize expenses not covered above (Expenses grouped together and labeled miscellaneous may not exceed 5% of total expenses shown on line 25 below)	24						
a Subcontracts	a	-			-		
b Permits, fees and taxes	b	_			-		
c Inter institutional agreements and transfers	С	-			-		
d Dues and subscriptions	d	-			1		
e Research study costs (other than office expenses)	e	_			-		
		-			-		
		-			1		
		-			-		
		-			-		
		-			-		
CAN A		-			-		
f All other expenses 25	1	-			-		
Total functional expenses. Add lines 1 through 24f	25	-	-	-	-	-	_
26							
<b>Joint Costs.</b> Check if following SOP 98-2. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising							
solicitation	26	-			1		
		#DIV/0!	#DIV/0!		·		-
Recap (no entries required):							
Compensation		0	0	0	0	0	0
Travel		0	0	0	0	0	0
Other		0	0	0	0	0	0
Total		0	0	0	0	0	0

### NPC Annual Report Financial Position 2011

0

### Form 990, Page 1, Part I - Net Assets or Fund Balances -

Page 1 Form 990 Line 20	Total Assets
Page 1 Form 990 Line 21	Total Liabilities
Page 1 Form 990 Line 22	Net Assets (Line 20 minus Line 21)

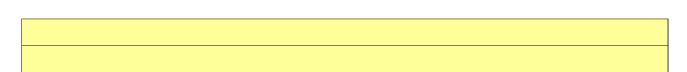
# NPC Annual Report Financial Position 2011

### Current Year (Column B)

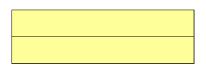
\$ -

Governmental Funding Sources >\$25K	Amount

Non-Governmental Funding Sources >\$25K					



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### NPC Annual Report Payees >\$50,000 2011

Payees >\$50K	Amount

### NPC Annual Report Major Accomplishments 2011

Major Accomplishments (Please provide at least three, but not more than ten)				

## NPC Annual Report Educational Activities List 2011

Educational Activities (Please limit to no more than 10)

# NPC Annual Report Educational Activities List 2011

### NPC Annual Report Budget and Other Information 2011

### Budget, Administrative Reserve Fund, Employees, Investigators, and Projects\*

1.	Projected or estimated data for the next three fiscal years (required by VHA and OMB for budget purporses):			
		<u>Revenues</u>	<b>Expenses</b>	
	Estimated for Fiscal 2012	\$	\$	
	Estimated for Fiscal 2013	\$	\$	
	Estimated for Fiscal 2015	Ψ	Ψ	
	Estimated for Fiscal 2014	\$	\$	
2.	As of the fiscal year-end, the estimated amount of unrestricted net assets available for meeting administrative expenses, also known as the administrative reserve fund amount. It is important that funds be set aside, if possible, in a reserve administrative fund to allow for administrative funding for closing out grants and meeting other business obligations if the NPC's operations, revenues, and assets suffer an unavoidable downturn.	\$		
3.	As of the fiscal year-end, the estimated number of months of administrative expense that the reserve fund represents. This can be estimated by dividing one-twevlth of the annual administrative expenses into the estimated reserve fund amount. Please round to the nearest whole month.			
4.	Number of full-time employees at this fiscal year-end.			
5.	Number of part-time employees at this fiscal year-end.			
6.	Total number of employees at this fiscal year-end (total is automatically entered)	0		
7.	Number of active principal investigators at this fiscal year-end.			
8.	Number of active research projects at this fiscal year-end.			