

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.
2. 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.
3. 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.
5. 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.
8. 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 Auditors' Report (PDF)
 - d. Audited Financial Statements (PDF)
 - e. Independent Auditors' Management 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.

NPC Annual Report Template NPC Certification 2011

Exact Name of Corporation
per Articles of Incorporation:

Primary Affiliated VAMC:

Other Affiliated VAMC(s):

Executive Director Name:

Phone:

Fax:

Email:

This corporation engages in:

Research
 Research & Education
 Education Only

Audit Type: A133
 GAGAS
 GAAS

If no audit this year, date of last audit:

Total Revenue \$ _____ -
(See VHA Handbook 1200.17, Appendix A to determine audit requirements.)

Revenues and Expenditures

a. Government funding received for research	\$ -
b. Government funding received for education	\$ -
c. Non-Government funding received for research	\$ -
d. Non-Government funding received for education	\$ -
e. Salary expenditure for research staff	\$ -
f. Salary expenditure for education staff	\$ -
g. Salary expenditure for corporate administrative staff	\$ -
h. Total expenditure for research	\$ -
i. Total expenditure for education	\$ -
j. Travel expenditure for research	\$ -
k. Travel expenditure for education	\$ -

The following required items are included as attachments - all documents must be submitted electronically:

<input type="checkbox"/> Independent Auditors' Report (PDF) <input type="checkbox"/> Audited Financial Statements (PDF) <input type="checkbox"/> Auditor's Management Letter (PDF) <input type="checkbox"/> Educational Activities List <input type="checkbox"/> Lists of Funding Sources >\$25,000 <input type="checkbox"/> List of Payees >\$50,000 <input type="checkbox"/> List of Major Accomplishments - Minimum 3 <input type="checkbox"/> RS Form 990 with all Schedules (PDF)	<input type="checkbox"/> N/A - Revenue <\$100,000 or 3 Yr Grace Period <input type="checkbox"/> N/A - No Management Letter Issued <input type="checkbox"/> N/A - No Education Activities
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I certify that each NPC director, officer and employee has been trained about the NPC's conflict of interest policy in accordance with VHA Handbook 1200.17, and has acknowledged understanding of the policy, agreed to comply with the policy and submitted a conflict of interest disclosure form in accordance with said policy.

Executive Director Signature

Date

I certify that all new NPC board members, including statutory VA directors, and all new executive directors, officers and key employees have taken internal controls training within 90 days of assuming their roles.

Executive Director Signature

Date

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

Expenses

Total Management and General Expenses			\$ -	\$ -
Total Fundraising Expenses			\$ -	\$ -
Total Program Expenses	-	-		-
Total Expenses				\$0

Ratio of Admin/Program Expenses

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**NPC Annual Report
Expenses
2011**

0

IRS Form 990 Part IX Statement of Functional Expenses

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 described in section 4958(c)(3)(B)	6
7	Other salaries and wages	7
8	Pension plan contributions (include section 401 (k) and section 403 (b) employer contributions)	8
9	Other employee benefits	9
10	Payroll taxes	10
11	Fees for services (non-employees):	11
	a Management	a
	b Legal	b
	c Accounting	c
	d Lobbying	d
	e Professional fundraising. See Part IV, line 17	e
	f Investment management fees	f
	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

(A) Total	(B) Program services			(C) Management and General	(D) Fundraising
	Research	Education	Total		
-					
-			-		
-			-		
-			-		
-			-		
-			-		
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**NPC Annual Report
Expenses
2011**

0

	(A) Total	(B) Program services			(C) Management and General	(D) Fundraising
		Research	Education	Total		
20 Interest	20	-		-		
21 Payments to affiliates	21	-		-		
22 Depreciation, depletion, and amortization	22	-		-		
23 Insurance	23	-		-		
24 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	c	-		-		
d Dues and subscriptions	d	-		-		
e Research study costs (other than office expenses)	e	-		-		
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
f All other expenses	f	-		-		
25 Total functional expenses. Add lines 1 through 24f	25	-	-	-	-	-
26 <input type="checkbox"/> Joint Costs. 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	-		-		

#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)

\$	-

**NPC Annual Report
Non-Governmental Funding >\$25,000
2011**

**NPC Annual Report
Non-Governmental Funding >\$25,000
2011**

**NPC Annual Report
Educational Activities List
2011**

**NPC Annual Report
Budget and
Other Information
2011**

Budget, Administrative Reserve Fund, Employees, Investigators, and Projects*
0

1. Projected or estimated data for the next three fiscal years (required by VHA and OMB for budget purposes):

	Revenues	Expenses
Estimated for Fiscal 2012	\$ _____	\$ _____
Estimated for Fiscal 2013	\$ _____	\$ _____
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-twelfth 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.
