

**United Way of York County, SC
AGENCY Financial Report Cover Sheet 2014-15**



Agency Name: _____

**Reports required: - Year-to-date Balance Sheet
- Profit/Loss statement**
Email reports to: estarnes@unitedwayofyc.org
Fax report: Attn: Elizabeth Starnes 803-324-2987

Period covered by this report:

- 1st Report: Year-to-date as of 6/30/14 *(due on or before 7/31/14)*
- 2nd Report: Year-to-date as of 9/30/14 *(due on or before 10/31/14)*
- 3rd Report: Year-to-date as of 12/31/14 *(due on or before 1/31/15)*
- 4th Report: Year-to-date as of 3/31/15 *(due on or before 4/30/15)*
- Program Service Data sheet - see enclosed *(due with each Financial report)*

*** Agency Payments will be made on the 15th and 30th after submission of financial report.**

As stated in MOA - penalties for late submission of Financial reports may result in:

- 5% reduction of current year allocation for reports received over 30 days late;
- 25% reduction of current year allocation for reports received over 60 days late;
- Forfeiture of remaining allocation payments for reports received over 90 days late.

It is the responsibility of the agency to submit financial reports on time and not the responsibility of UWYC staff to send reminders.

Prepared by signature:	Date:
Please print prepared by name:	Title:

Reviewed for submission by:	Date:
Please print reviewed by name:	Title:

Please note:

- New fiscal year funding will begin once financial report and fully executed/signed Memorandum of Agreement with required documents have been received by UWYC.
- United Way of York County does not advance any funding prior to receipt of financial reports in our office.