

STATE OF WEST VIRGINIA
 COMPUTATION OF FUND-RAISING PERCENTAGE FORM
 SHORT FORM FINANCIAL REPORT

Form CFP
 Rev. 3/8/2018

See reverse side for instructions

Name of Organization: _____

Report for fiscal year ending: _____

Information is for: National Regional State Local
 Includes Affiliates: Yes No

Part I

Balance at previous fiscal year end: \$ _____

Support, revenue and other additions:

Cash Contributions	\$ _____	1
In-kind Contributions	_____	2
Indirect public support	_____	3
Government Grants	_____	4
Program related income	_____	5
Membership dues	_____	6
Other revenue	_____	7
Total (lines 1-7)	\$ _____	8

Expenses and other deductions:

Management and general	\$ _____	9
Public Education	_____	10
Fund-raising	_____	11
Program Services	_____	12
Other	_____	13
Total (lines 9-13)	\$ _____	14

Excess (deficit) for year \$ _____ 15
 (Line 8 les Line 14)

Part II Computation of Fund-Raising Percentage

\$ _____ ÷ \$ _____ = _____
 Fund-Raising Expenses Income Derived from Fund-Raising Percentage

Schedule A Program Service List

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total	\$	_____

INSTRUCTIONS:

(The most detailed financial statement prepared for the governing board must accompany this abbreviated form as part of the application)

All applicants must complete Part I and Part II, including Schedule A.

Applicants not submitting an audit or financial review by an independent public accountant must complete Part III. An authorized officer, the chief officer and the chief financial officer are to sign the certification.

Computation of fund-raising percentage – the total of all expenses incurred in fund-raising divided by the contributions raised by the organization’s efforts. The Charitable Funds Act requires that every charitable organization, as part of its registration, compute the percentage of its fund-raising expenses for the preceding fiscal year on contributions received directly from the public for the support of its programs.

Contributions – public support received directly from the organization’s efforts, including special events, bequests, pledges and grants of any money. Gross amounts raised by professional fund-raising solicitors and fund-raising counsel are to be reported as contributions with all expenses incurred reported as fund-raising expenses.

In-Kind contributions – all contributions and donations of property and/or goods given as support for the organization’s programs.

Public support received indirectly – funds raised from the public, outside the applicant’s own efforts, or by other organizations including federated fund-raising organizations.

Government grants – grants received from any governmental unit.

Program related income – includes program fees, net sales and other income usually derived at the location of the organization.

Other revenue – revenue from investment income, gain, or exchange of investments, other interest income, etc.

Program service costs – expenses which serve the organization’s purposes such as research, scholarships, patient services, etc.

Management and general expenses – expenditures for the overall direction of the organization, general record keeping, business management, budgeting, board activities, utilities, etc.

Fund-raising expenses – all monies expended for every activity which is an integral and inseparable part of solicitation.

Part III

CERTIFICATION

We the undersigned, being duly authorized to act on behalf of the applicant, do hereby certify that the information furnished in Part I and Schedule A is true and correct to the best of our knowledge, information and belief.

Authorized Officer: _____ Title: _____ Date: _____

Fiscal Officer: _____ Title: _____ Date: _____

Chief Officer: _____ Title: _____ Date: _____