Community Investment Update Online Instructions

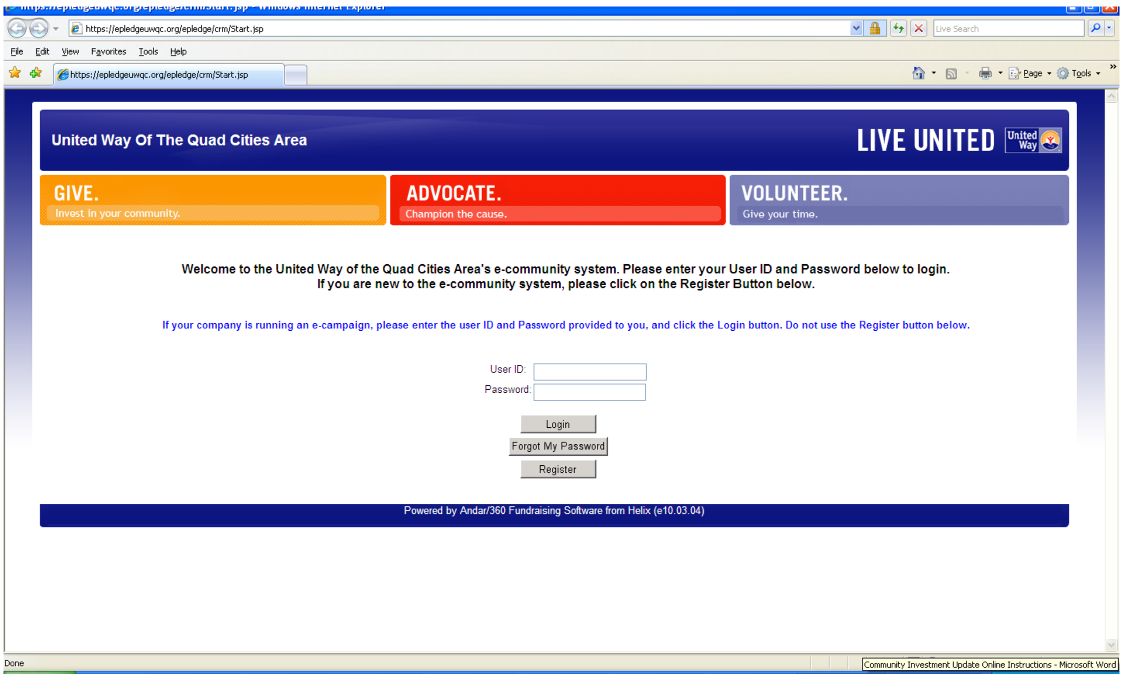
The deadline for the Community Investment Update is Friday, February 25, 2011 at 4:30 p.m.

For a complete checklist of items to be completed on this update, please go to www.unitedwayqc.org and click on **Tool Kit** listed under the **Community Investment** tab off to the left of the page.

Log on to https://epledgeuwqc.org/epledge/crm/Start.jsp (using Internet Explorer Browser works best)

Enter your **User ID** and **Password** (was sent to your agency director January 27, 2011). Click Login.

For assistance, please contact Leslee Cook at 563-344-0321 or lcook@unitedwayqc.org.



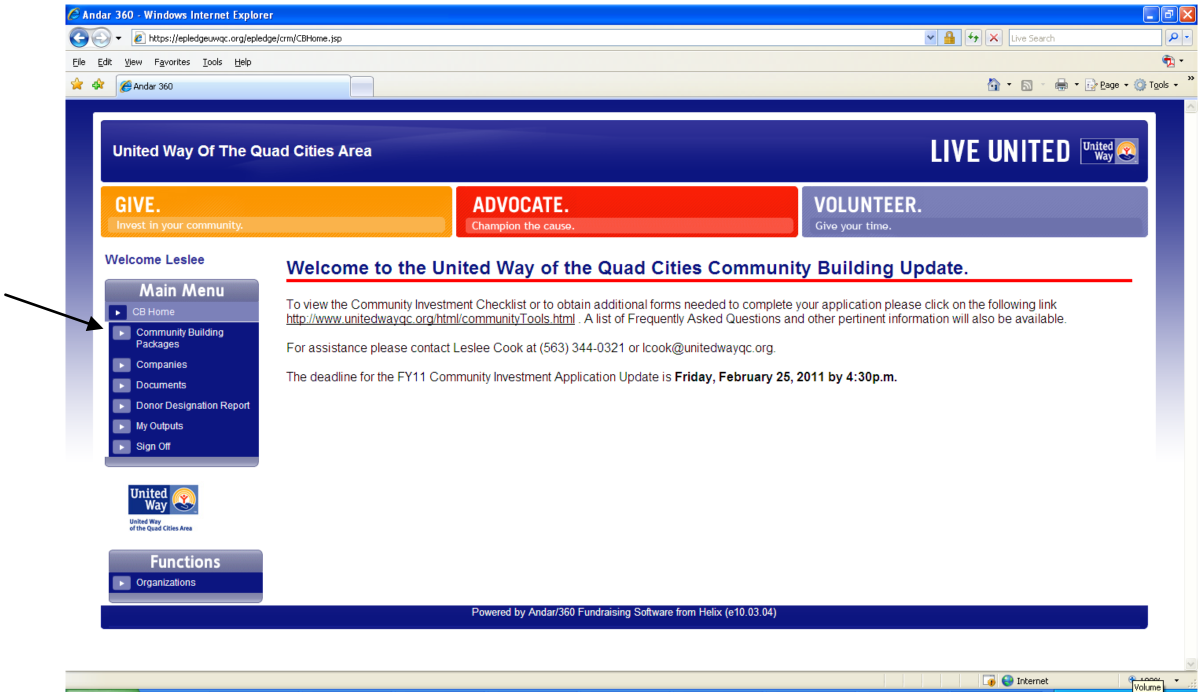
Important tips before beginning:

- Keep your screen active, the online system will time out if it is left unattended for awhile.
- Save often to make sure entered information isn't lost.
- If your agency only has one username and password set up, please know that more than one person can be logged in as the agency director at the same time entering information.
- If you need additional usernames and passwords set up for your agency, please email the person's name & email address to lcook@unitedwayqc.org

Once you log-in, you will see the main page shown below.

COMMUNITY BUILDING PACKAGES

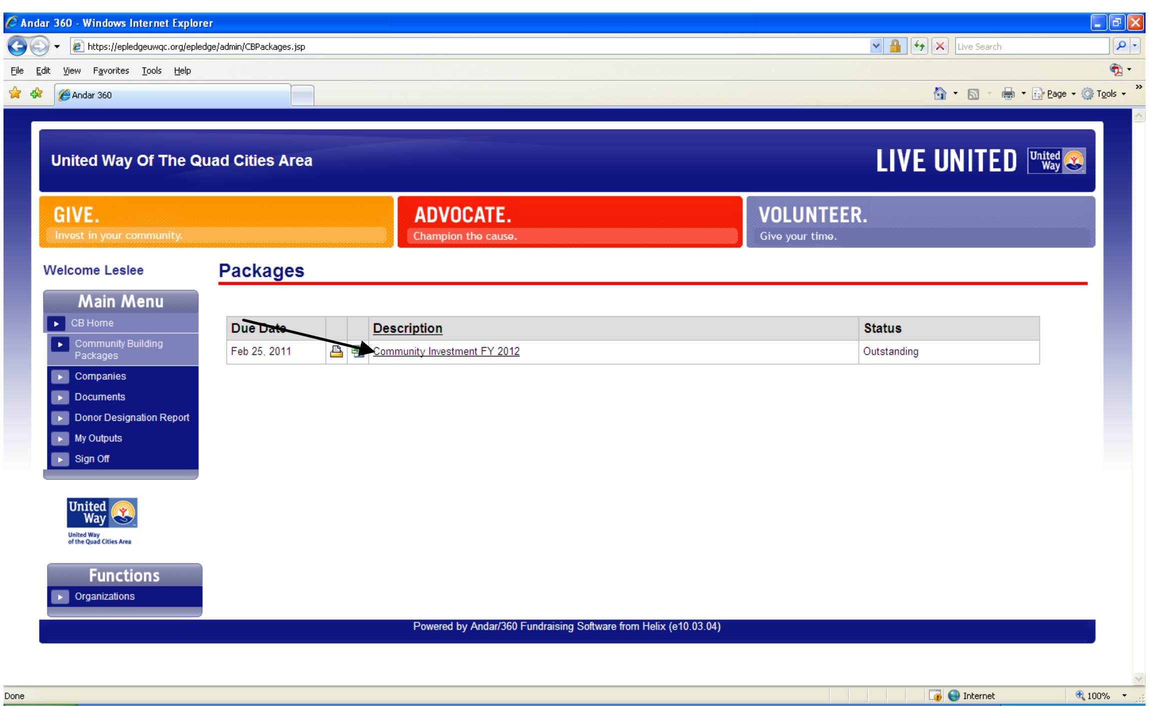
To begin, please click on **Community Building Packages** under CB Home.



Click on **Community Investment FY 2012** to begin.

You will then see all of the sections listed under agency & program that need to be filled out.

Please use the **Community Investment Update Checklist** provided to your agency director to complete each section of this year's update.

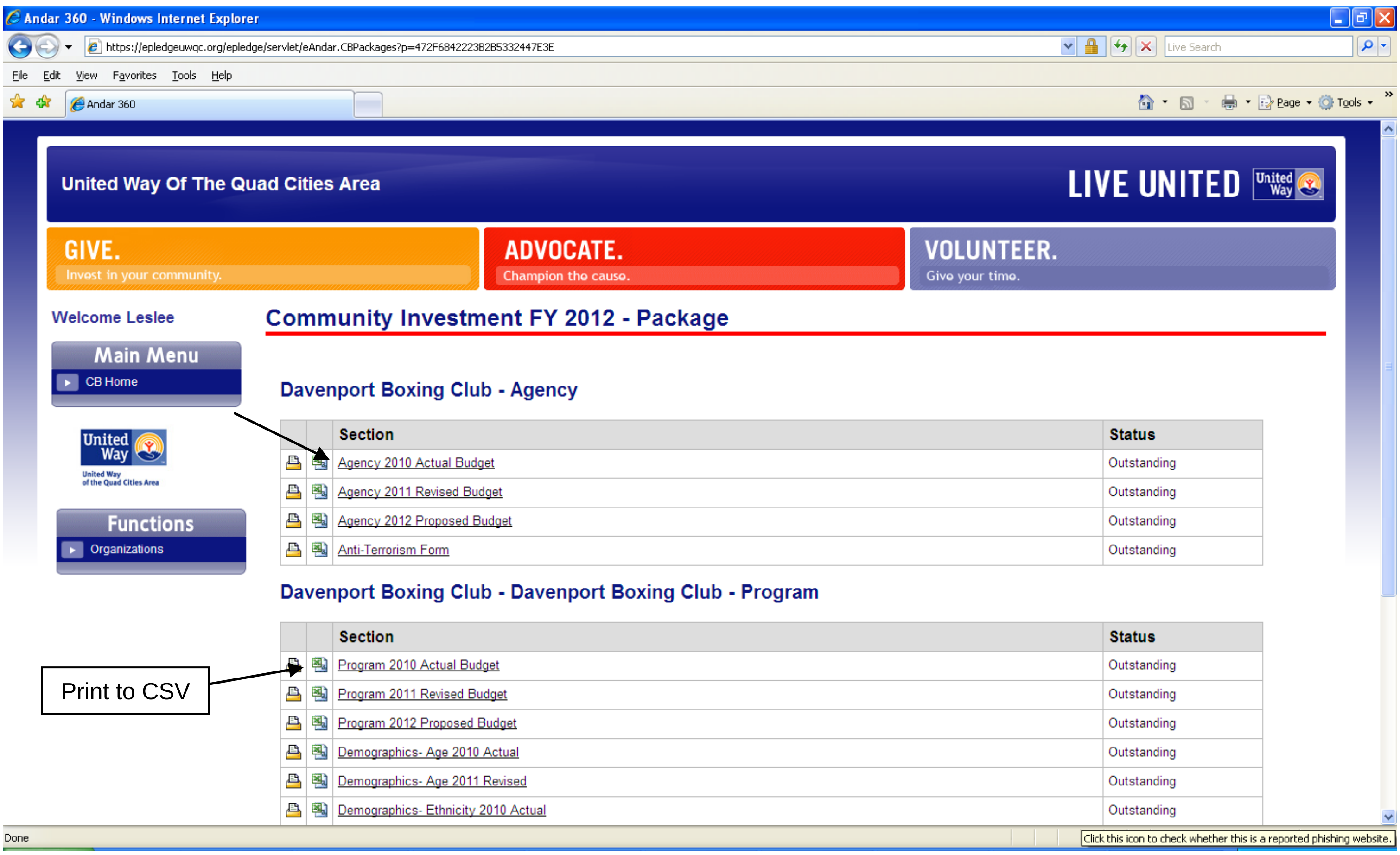


Please begin by filling out your agency information as is shown below, then fill out all of the program(s) information. Use the **Community Investment Update Checklist** as a guide to assure all items are completed. After completing each underlined item, please be sure to **Save** to assure all information you've entered isn't lost.

Save vs. Submit: Please **Save** if you wish to Save your information & go back and edit later. Please **Submit** if you wish to permanently Save your information. Once you've submitted, you cannot make revisions.

Please **Submit** all sections when they are completed. If you need something unlocked, please email lcook@unitedwayqc.org

You will notice your Agency Anti-Terrorism Form is apart of the online system this year; a hard copy is NOT needed.



Please click on each of the underlined items above & update each as is outlined on the checklist for your agency and program(s).

If you wish to print what you've completed, please click on the green **Print to CSV** button and it will Print your information.

When completing your Agency & Program budgets, please use the following instructions to assist you in filling each line item out.

Agency & Program Budget instructions:

Please use the following Budget form instructions when completing your Agency & program budgets.

The Agency & Project Budget Forms are a major piece of the United Way budget package. It gives the Panel Volunteers an overall view of an agency's financial status. All revenues and expenses for the program and agency must be recorded. Round all entries to the nearest dollar. The form is to be filled out for the following periods:

2010 Actual July 1, 2009- June 30, 2010

Actual- Actual operating revenues and expenditures from July 1, 2009 through June 30, 2010

2011 Revised July 1, 2010 - June 30, 2011

Revised- Operating revenues and expenditures actual and estimated for July 1, 2010 through June 30, 2011

2012 Proposed July 1, 2011- June 30, 2012

Proposed- Budget proposed by agency board of directors for July 1, 2011 through June 30, 2012

REPORTING OF SUPPORT AND REVENUE:

INVESTMENT FROM UNITED WAY OF THE QUAD CITIES (Line 1)

Insert the figures that coincide with the appropriate fiscal year.

Note: Targeted Care dollars received should be reported on Line 1. DO NOT INCLUDE DESIGNATIONS HERE.

CONTRIBUTIONS (Line 2) (Includes United Way designations)

Contributions are considered those amounts received in which the donor does not receive services from the program. The following revenues are to be considered as contributions:

- Individual Gifts
- Corporate Gifts
- Trusts and Foundations Funds
- Civic Organization Gifts
- Sustaining Memberships (for more information, see line 6, "Membership Dues")

Note: Specific Care dollars should be included with other contributions as revenues on Line 2. The specific care figures are not used in the funding decision making process.

Example: Monies received from foundations, community organizations, and individuals are to be combined under the heading "Contributions" and spread over programs as designed by the donor and/or your Board of Directors.

RESTRICTED CONTRIBUTIONS/LEGACIES AND BEQUESTS (Line 3)

Restricted contributions are those earmarked for a special and restricted purpose by a donor and/or your Board. A legacy or bequest is defined as a gift made through a will or a living trust at the donor's death. They can either be restricted or unrestricted as designated by the donor.

Note: Please be sure to provide details on legacies and bequests on the Annual Fund-Raising Plan.

Note: Government grants for contracts should not be entered here. We understand that these grants may be restricted in terms of your use of these funds. These dollars should be detailed in Line 4.

REVENUE GRANTS FROM GOVERNMENT AGENCIES (Line 4)
Include revenue from governmental sources. Title XX, TANF, FEMA, etc.

REVENUE FROM OTHER UNITED WAYS (Line 5)
Include monies received from United Ways other than United Way of the Quad Cities.

MEMBERSHIP DUES (Line 6)
Amounts received in exchange for which the member of your organization receives tangible services or benefits (special programs, discounts, and use of facilities/services). **Note: "Contributing" and "sustaining" memberships need to be reported differently than these "regular" memberships. If the contributing or sustaining membership offers no additional benefits, it is to be reported under "Contributions."**

PROGRAM SERVICE FEES (Line 7)
Include under this heading fees received for your agency's program services.

Example: Include the fees paid by the client for services, classes, facility rentals, etc.

SALES TO (LOCAL MEMBER UNITS) (PUBLIC)/SPECIAL EVENTS (Line 8)
Sales to member agencies of supplies, consultations and other services are reported in this category. Also included are the sales of merchandise or supplies to the public.

Example: A youth center sells swim caps to the public. Revenue is reported as "Sales."

Special Events covers the support and incidental revenue from a program's fund-raising events. This includes, but is not limited to proceeds from candy sales, dinners, bingo games, dances, and net proceeds from auctions and raffles.
Example: An agency conducted a stationery sale and dance. The proceeds from those fund-raisers are to be listed under "Special Events."

TRANSFERS FROM ENDOWMENT/OTHER FUNDS (Line 9)
Enter transfers of revenues from endowment, trusts, foundations, fund balance, and/or other "separate but related businesses."

Example: Your Board of Directors authorizes you to transfer $15,000 from your Foundation Fund to support the proposed program or service.

MISCELLANEOUS REVENUE/INVESTMENT INCOME (Line 10)
Miscellaneous: This category should be used ***vary sparingly*** to report other income.

Investment Income: Gains or losses on investments are to be reported. Investment income includes interest, dividends, investment property rentals, and royalties.

Example: Interest earned on deposits or other investments are to be recorded here.

RELEASED FROM RESTRICTIONS (Line 11)
Income received in a prior period designated to an activity in this period.

Example: If a funder allocated $500,000 to your agency on June 15th and the money will be used in July (the next fiscal year if fiscal year runs July 1-June 30), that would fall under this line item.

REPORTING OF EXPENSES:

EMPLOYEE COMPENSATION AND RELATED EXPENSES (Line 12)

This category includes all of the following:

Salaries/wages	Employer's share of FICA payments
Health benefits	Unemployment insurance premiums
Retirement benefits	Workmen's compensation insurance
Payroll taxes	Disability insurance premiums

OPERATING EXPENSES (Line 13)

Include the following expenses in this line:

- **Supplies** including postage and shipping - the cost of materials, and other supplies used by the agency, including but not limited to: paper, duplicating materials, building and vehicle maintenance supplies, trucking and other delivery expenses.
- **Telephone** including the costs for telephone, Internet, facsimile, etc.
- **Occupancy** including office rent, mortgage interest, utilities, and janitorial or other service under contract.
- **Rental and Maintenance of Equipment** including the costs of leasing equipment and service contracts. This would include the cost of leasing telephone equipment.
- **Printing and Publication** includes the costs for printer, graphic artists, typesetters, etc., for pamphlets, videos, and other materials produced outside the agency, as well as book or periodicals purchased by the agency.
- **Insurance** includes the costs of general and professional liability, property, and vehicle insurance costs.

FUNDRAISING EXPENSES (Line 14)

PROFESSIONAL FEES (Line 15)

Include fees and charges of professional practitioners and consultants, who are not employees of the agency, but who are contracted for specified services (auditors, etc.).

TRAVEL & CONFERENCE/STAFF TRAINING (Line 16)

This heading includes the costs for both local transportation and major trips. This would contain mileage allowances, expense for agency-owned vehicles, excluding insurance, as well as all expenses relating to the operating or attending a conference (hotels, meals, registration, meeting space rental, etc.). **Also include expenses for staff training activities other than conferences.**

SPECIFIC ASSISTANCE TO INDIVIDUALS (Line 17)

Include amounts paid for assisting a particular client such as medical expenses, prescriptions, food, shelter and clothing.

MEMBERSHIP DUES/AFFILIATED ORGANIZATIONS (Line 18)

This includes amounts paid for membership in other organizations as well as dues paid to state or national chapters.

OVERHEAD ALLOCATED (Line 19)

OTHER (Line 20)

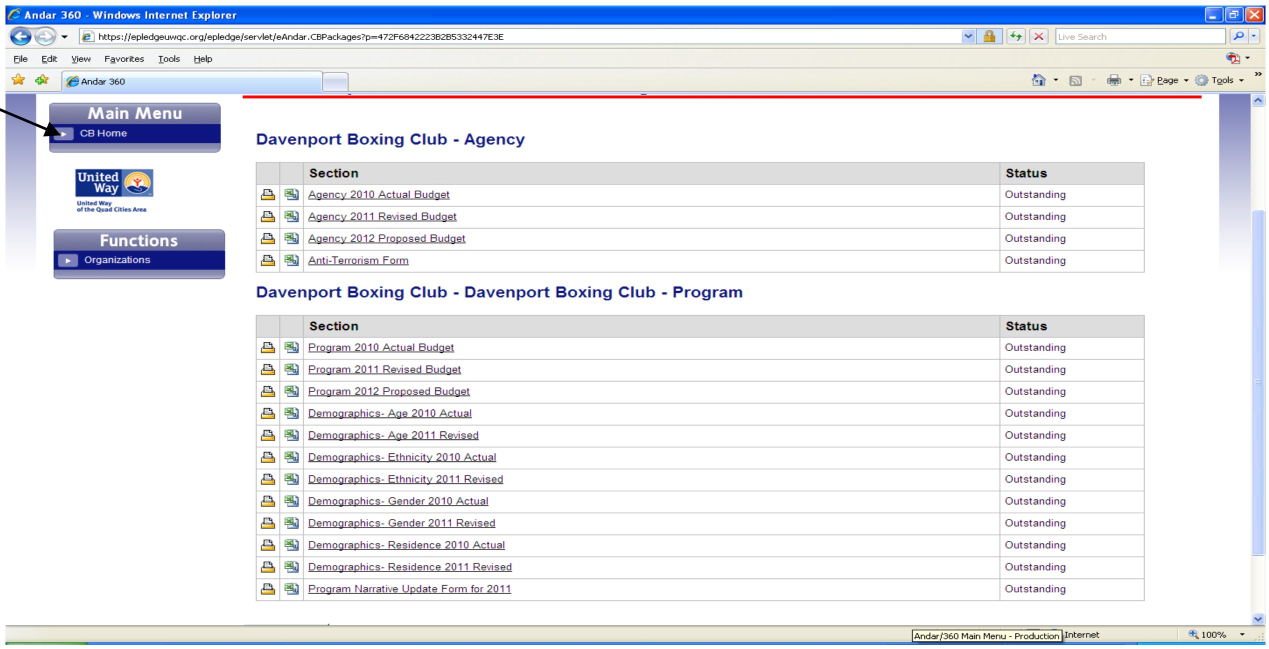
Enter any expenses not reported above because you would like to emphasize them in your discussions with the Fund Distribution Panels.

Example: If your cost for health or liability insurance has increased dramatically, you may wish to detail this separately so as to not “skew” Line 12 expenses.

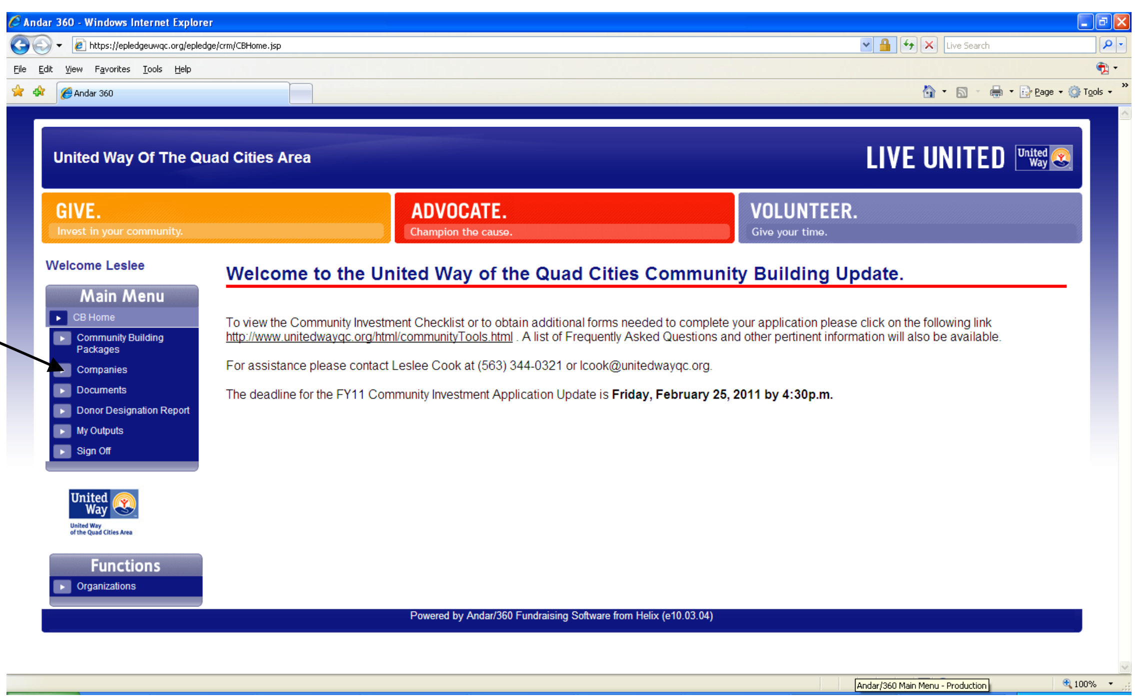
Use sparingly for any other expenses that cannot be reported in another category and explain.

DEPRECIATION (Line 21)

Please be sure you’ve filled out each underlined item under your agency and program(s). Once you have completed all of the items under **Community Building Packages** on your Checklist, please click on **CB Home** to complete the remainder of the Community Investment Update.



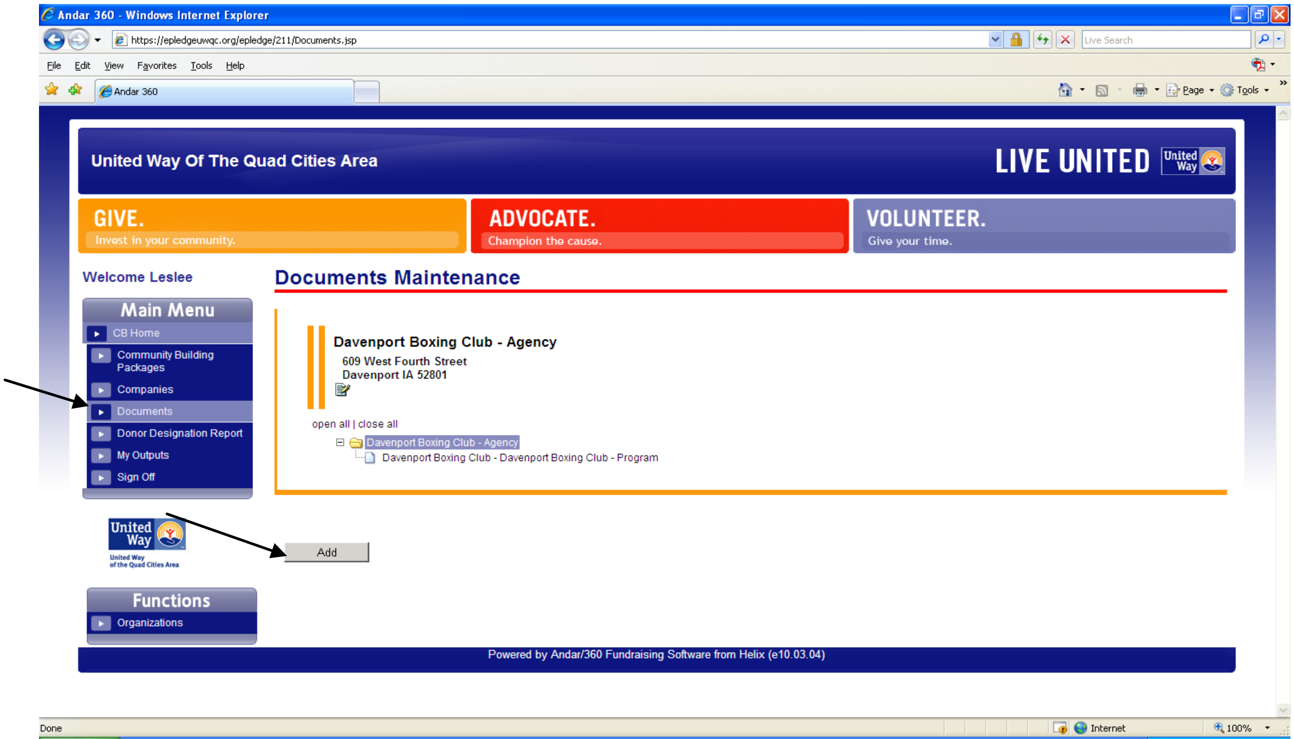
Once you’ve clicked **CB Home**, please click on **Companies** to add in your agency beneficiary data.



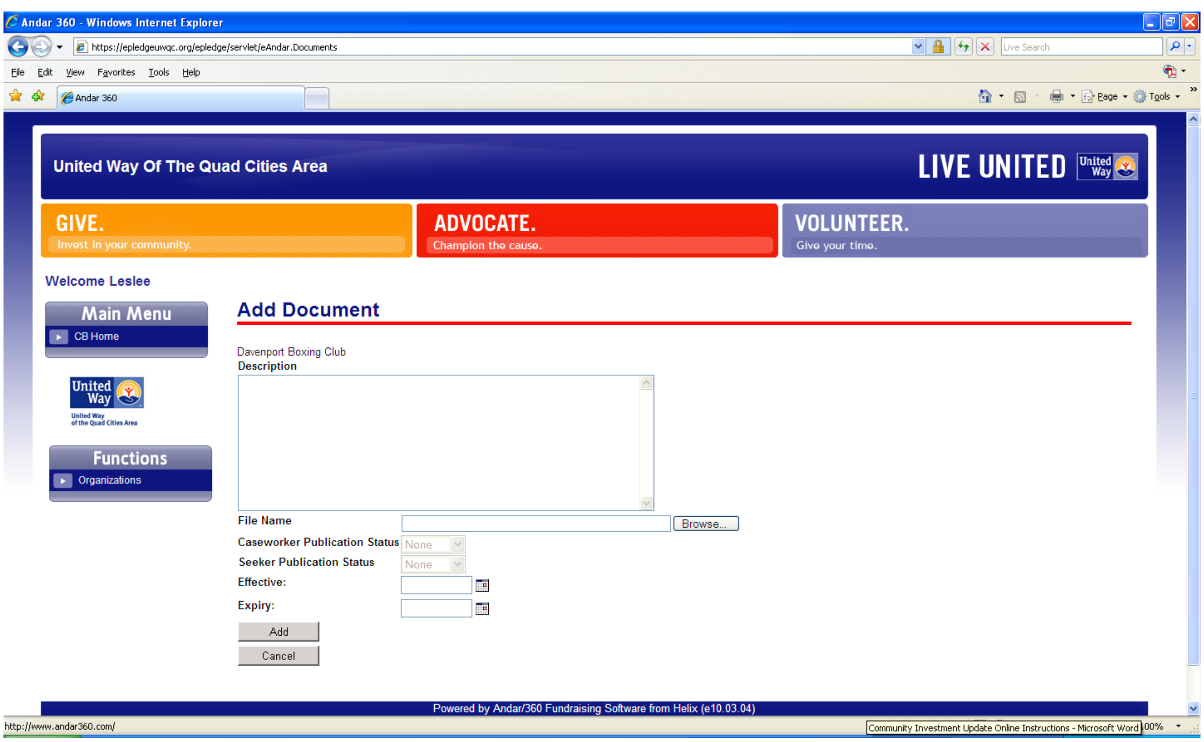
Please be sure your Agency Name is highlighted in order to see a complete list of companies.

If you find there is an organization not listed under Companies that you know your agency served, please feel free to email a Beneficiary Data spreadsheet to lcook@unitedwayqc.org

Next, click **Documents** off to the left and **Add** attachments to your **Agency**. Please DO NOT add items under your program(s) or they may not be accounted for. Your agency name will be highlighted if you're adding the documents appropriately.



Once you've clicked on **Add**, you will see the following screen.



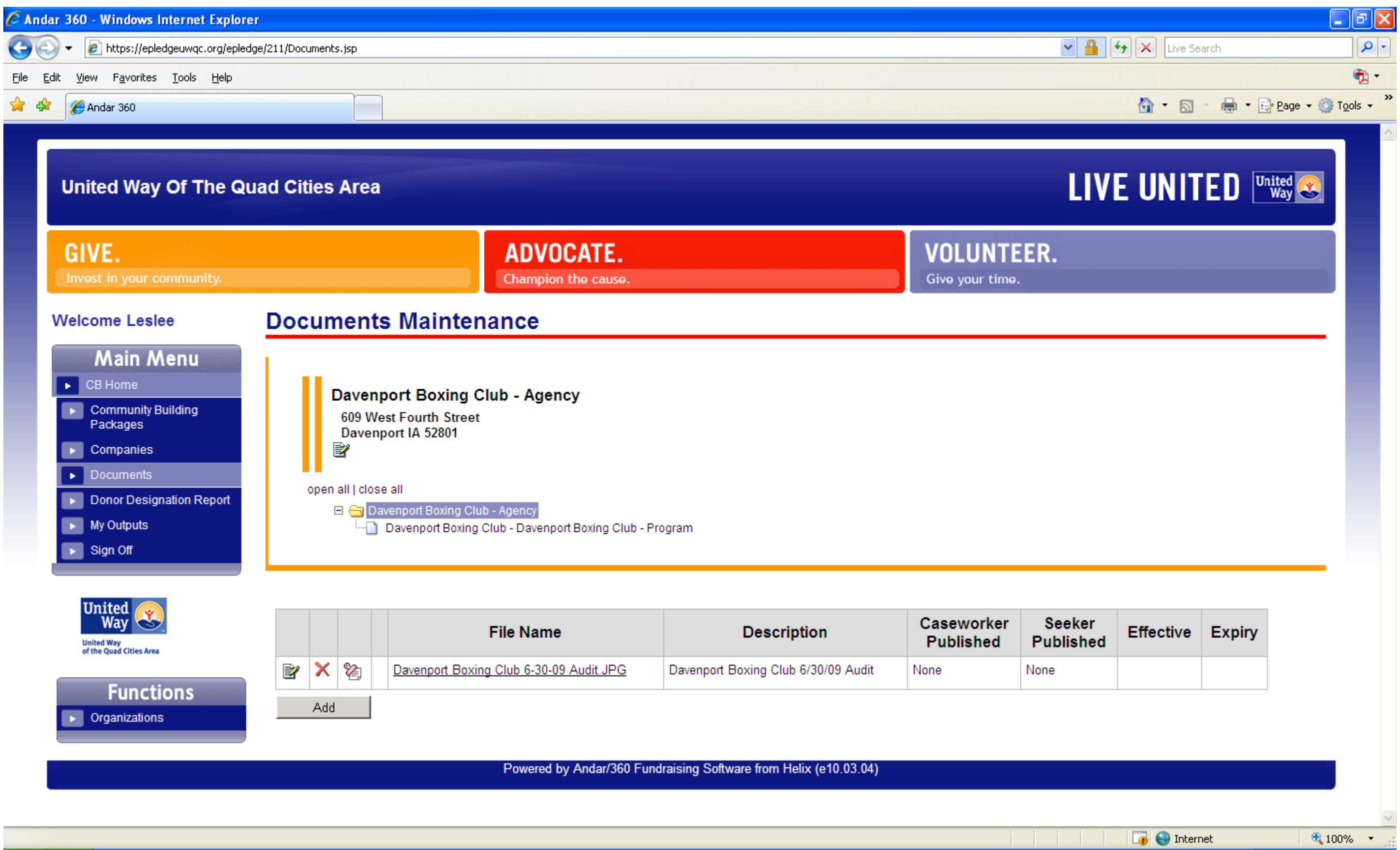
This is where you will attach all documents including your most recent Agency Audit, IRS 990, Annual Report and Board roster. Please make both the **Description** and **File Name** the following as you attach each:

- Agency Name Date Audit (i.e. Davenport Boxing Club 6-30-09 Audit)
- Agency Name Date 990 (i.e. Davenport Boxing Club 6-30-09 990)
- Agency Name Annual Report
- Agency Name Board Roster

The Caseworker Publication Status, Seeker Publication Status, Effective and Expiry fields can be left blank.

Note: If you cannot get one of the above items to save under Documents, please email them to lcook@unitedwayqc.org. Hard copies are **NOT** needed of any of the above documents.

Once you've added an item, it should look like the screen below.



Once you've added all 4 needed documents to the **Documents** tab, please be sure all items on the **Community Investment Update Checklist** have been completed. This includes having all sections on the **Community Building Packages** tab be **Submitted.**

If you aren't sure if each report has been successfully submitted, please call or email Leslee Cook at lcook@unitedwayqc.org or 344-0321.

All information on the Checklist must be submitted by **February 25, 2011 at 4:30 p.m. No exceptions will be made.**