



## HGDP REPORT INSTRUCTIONS

This report should be a consolidated report, reflecting the combined expenditures of your Chapters, as well as the State Council expenditures.

The HGDP Grant Agreement states, in part, "In general, State Council shall not retain more than 25% of the funds received for its own use." Several states, with the approval of their Chapters, retain the majority, if not all the funds received, and disburse these funds at the state level. If this is the case with your state, submit written Chapter approvals concurring with this procedure. *One time only.*

HGDP funds are to be used solely for veterans' beneficial purposes. HGDP funds are NOT to be used for social events or building funds, or to fund non-veteran activities, such as 4H, Little League, rodeos, etc. We encourage financial and volunteer support to local ROTC and JROTC programs.

Fill in the top of the report indicating the report Fiscal Year period and the State Council name.

**Description of Disbursements** – These are the categories of recognized, acceptable expenditures.

**Chapter Expenditures** – Combine the dollars spent by all your chapters, if appropriate, into the respective category. **NOTE:** *Rounding off your figures is encouraged.*

**State Expenditures** – Categorize State Council expenditures into the respective lines.

**Total** – Add Chapter and State Council figures.

**Total** – this figure should approximately equal the total amount of HGDP grant funds received by the State Council during the fiscal year. Note any carryover funds.

**Verification and Certification** – Have the certification signed by two officers and identify their titles.

**NOTE:** *Keep a master copy of these instructions as well as a copy of the report for future use. The report and the instructions will not be sent out on a regular basis, unless there is a change to the report or the instructions.*

**STATE COUNCIL HGDP REPORT for the PERIOD ENDING February 28 / 29**

Annual Report for Fiscal Year \_\_\_\_\_ State Council Name Pennsylvania

Chapter # \_\_\_\_\_

Description of Disbursements	Chapter Expenditures	State Expenditures	Total
Meetings Expenses	_____	_____	_____
Local Veteran Service Rep Programs	_____	_____	_____
Publications/Newsletter Mailings/Notices, etc.	_____	_____	_____
Local PTSD & Substance Abuse Programs (such AA, ALONON, NA)	_____	_____	_____
Local Travel to VVA or other Veteran-sponsored Programs	_____	_____	_____
Website Development or Veteran Programs	_____	_____	_____
Scholarships	_____	_____	_____
Local Homeless Veterans Program	_____	_____	_____
Veteran-awareness Programs/ Veterans Activities in Local Community	_____	_____	_____
Other legitimate local expenses for operating Chapter or State Council and Veterans' Programs	_____	_____	_____

**TOTAL** \_\_\_\_\_

**HGDP Grant Funds**

Amount Received	Amount Spent	Amount Carry-Over
_____	_____	_____

**Verification and Certification**

The undersigned officers of Vietnam Veterans of America \_\_\_\_\_ State Council certify that we have read the foregoing HGDP financial report, and to the best of our knowledge and belief, certify that the information contained herewith is true, correct, and complete.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name/Title \_\_\_\_\_

Print Name/Title \_\_\_\_\_

**NOTE: State Councils – include Chapter reports received. Combine the figures on your various Chapter reports, include the State Council financial report information, and send to the VVA National Office – Attn: Finance, 8719 Colesville Road, Suite 100, Silver Spring, Maryland 20910.**