

# Mountain Education Foundation, Inc.

## PTA Year End Grant Report Fiscal Year Ending (FYE) June 30, 2016

Please complete the information below and mail along with a copy of your organization's year-end financial statement on or before October 1, 2016 to: Executive Director, Mountain Education Foundation, P.O. Box 81, Signal Mountain, TN 37377.

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### 1. PTA/ORGANIZATION INFORMATION

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Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

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### 2. BUDGET INFORMATION

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1. Funding provided by MEF FYE 2016: \$ \_\_\_\_\_

2. MEF funds carried over from prior years: \$ \_\_\_\_\_

3. Income from PTA fundraisers: \$ \_\_\_\_\_

4. Income from donations and all other sources: \$ \_\_\_\_\_

Total Revenue for FYE 2016 (sum of 1-4 above): \$ \_\_\_\_\_

**Total Income FYE 16\*: \$ \_\_\_\_\_ Total Expenses FYE 16\*: \$ \_\_\_\_\_**

*\*This total should match the income and expense information reported on your PTA's 990 tax return as filed with the Internal Revenue Service.*

Net Profit/(Loss): \$ \_\_\_\_\_

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### 3. MEF FUND EXPENDITURES FOR FYE 2016

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Please attach a profit and loss for FYE 2016. Highlight which budget line items were funded with MEF funding. This can be a report directly from your accounting system.

#### *Fund Reallocation and Carryovers*

Please list below the MEF funded budget items or grants your organization requested to reallocate during FYE 16. All fund reallocations must be approved by the MEF Executive Director. Cumulative amounts greater than \$2,500 must be approved by the MEF Advisory Board. Feel free to attach a separate sheet if you need additional space.

**3A. Did your PTA request a change in the funding allocation originally approved by the MEF Advisory Board?**  YES  NO.

If so, please indicate why the reallocation was requested and report the expenditures in part B:

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**3B. Reallocation of funding was requested for the following budget areas\*:**

<b>Funding Area</b>	<b>Original Request</b>	<b>Amount Reallocated*</b>
1.	\$	\$
2.	\$	\$
3.	\$	\$

Please list MEF funding carried-over from the prior fiscal year in this section. Feel free to attach a separate sheet if you need additional space.

**3C. Did your PTA carry over unspent funds from the previous fiscal year?**  YES  NO.

**3D. MEF Funding Carried-over from Prior Fiscal Year\*:**

<b>Funding Area</b>	<b>Carry-over Spent Amount*</b>
1.	\$
2.	\$
3.	\$

Were all MEF Funds carried over from prior fiscal years spent by June 30<sup>th</sup>?     YES     NO

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**4. BALANCE OF MEF GRANT FUNDS**

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4A. Were all MEF Funds granted to your organization spent by June 30<sup>th</sup>?     YES     NO

Total MEF grant funds unused from the current fiscal year: \$\_\_\_\_\_

4B. If all MEF funds were not spent by June 30<sup>th</sup>, please indicate why the funds were not used

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**5. AGREEMENT**

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We certify that the information contained herein is correct and complete.

\_\_\_\_\_  
Signature of PTA President/Chair-person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of PTA Treasurer

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

**Mountain Education Foundation, Inc.**  
**P.O. Box 81**  
**Signal Mountain, TN 37377**  
**Phone: (423) 517-0772**  
**Fax (423) 517-0773**  
**www.meftoday.org**