

SOUTHERN REGIONAL COUNCIL, INC.  
 Voter Education Project  
 Reporting Requirements of Recipient Organizations.

1. A separate bank account will be opened and used solely for deposit and disbursement of funds under this grant.
2. Deposit slips and a copy of the signature card on this bank account are furnished to VEP.
3. The bank is instructed to mail all bank statements and cancelled checks to VEP. If this instruction is violated by the bank these documents must be forwarded UNOPENED to VEP.
4. Payments for such purchases or services relevant to the grant are to be made from the above-mentioned bank account and should be made by check whenever possible.
5. Cash expenditures should be kept to a minimum and when they are made are to be supported by vouchers to which receipts and/or invoices (or copies thereof) are attached.
6. Items on vouchers supporting cash expenditures must be broken down to show amount spent for each item; viz,

Right		Wrong	
Office supplies	\$5.00	Office supplies and	
Postage	<u>.60</u>	Postage	\$5.60
Total	\$5.60		

7. Vouchers supporting the purchase of advertising or printing should have attached to them samples of such materials when feasible (placards, newspaper ads, bumper stickers, etc.) or exact texts when samples are not possible (as in radio ads and billboards). This is also a research requirement.
8. Personal loans are not to be made from VEP funds nor should payments for activities on non-grant projects be made even when a re-deposit of like amount is intended later.
9. VEP funds are not to be used for the payment of poll tax, under any circumstances, not even in the form of loans.

10. All voided checks, cash vouchers, and supporting receipts, invoices, media samples, and travel expense forms must be attached to a properly filled out weekly report and mailed to VEP each \_\_\_\_\_. These reports are to be certified by the individual responsible for the project by placing his signature in the appropriate space on the bottom of the weekly report.
11. When you make a direct grant to a regional affiliate, detailed expenditures of this direct grant must be supported by this same method of reporting either directly to VEP or through you to VEP.
12. When your regional affiliates make direct grants to local groups detailed expenditures of these direct grants must be supported by this same method of reporting either directly to VEP or through the regional affiliate or through you to VEP.

IN OTHER WORDS (RE 11 and 12) DIRECT GRANTS CANNOT BE MADE TO REGIONAL OR LOCAL GROUPS WITHOUT FULL ACCOUNTING TO VEP FOR THE EXPENDITURES OF THESE DIRECT GRANTS.

13. All reports, vouchers, bank statements, and cancelled checks will be retained by VEP. Should the grantee need access to these records they will be available.

Submit all financial reports to Thaddeus Olive, Jr.,  
Administrative Aide, Voter Project.