

## **Household Goods Distribution Program Report Instructions**

CSC Chapters receiving HGDP funds are required to submit timely and accurate HGDP Reports. Reports are due on a semi-annual and annual schedule. These reports provide information regarding your Chapter's disbursement of HGDP funds and are critical to the oversight of the Program.

HGDP funds are to be used for specific EXEMPT or CHARITABLE purposes **ONLY**. These funds are NOT to be used for social events, building funds, meeting expense, storage facilities, or office supplies.

### **Instructions for preparing the HGDP Report follow:**

**General:** Fill in the top of the report indicating the end date of the report period and Chapter number.

**Descriptions of Disbursements:** These are the **ONLY** acceptable categories for HGDP expenditures.

**Chapter Expenditures:** Record the amount spent by your Chapter into the respective categories. NOTE: Round your input to the closest whole dollar.

**Total:** Add figures in Chapter Expenditure column.

**NOTE: This figure must equal the total amount of HGDP grant funds distributed to the chapter during the reporting period.**

**Verification and Certification:** The report must be signed by two officers. Include their title and a telephone number or email address so they may be contacted if necessary.

Keep a master copy of these instructions as well as of the report for future use. The report and instructions are available on the CSC Website.

**The Semi-Annual report (March 1 – August 31) is due to the CSC Treasurer not later than September 15. The Annual report (March 1 – February 28/29) is due to the CSC Treasurer not later than March 15.**

**HGDP Report for the Period Ending \_\_\_\_\_**

**Chapter \_\_\_\_\_**

<b>Description of Disbursements:</b>	<b>Chapter Expenditures</b>
Agent Orange Programs	
Community Service Programs	
Education Programs	
Homeless Programs	
PTSD and Substance Abuse Programs	
Publication of Newsletter	
Scholarships	
Travel to VVA Sponsored Programs	
Veterans Incarcerated Programs	
Veteran Service Officer Programs	
<b>Total</b>	

**Verification and Certification**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Contact Number/email address

\_\_\_\_\_  
Contact Number/email address

Send Completed Report Form To:

Barry Schloffel  
CSC Treasurer  
1244 Shaws Flat Road  
Sonora, CA 95370