

RAP Recreation, Arts, Park Financial Reporting Guidelines

All governmental entities, governmental subdivisions, or nonprofit organizations that have received a grant from the Summit County Recreation, Arts and Park fund are required to submit a written report detailing the use of the granted funds with supporting documentation.

Documentation must include a detailed report showing that the funds were spent in accordance with the restrictions of the grant.

The applicant will not be eligible for future grants until the documentation for past grants received. If the financial report isn't received by the specific date as outlined in your contract executed by the county manager the organization will be subject to a 10% penalty for the next granting cycle.

It is the explicit responsibility of the grant recipient to submit an acceptable report by the due date. Partial reports that contain missing information will be rejected and must be re-submitted.

Financial reports shall contain the following information:

1. *Cover letter containing the following information:*
 - a. *The Name of the organization*
 - b. *The year and grant number.*
 - c. *Name and contact information of the person filing the report.*
 - d. *A copy of the Rationale and Restrictions statement for the specific grant that was included with your grant contract.*
 - e. *A brief statement outlining how the granted funds were spent in accordance with the rationale and restriction statement included in the recipients contract*
2. *Financial Statement:*
 - a. *The Financial Statement is a totaled itemized list of the expenditures that were made with the granted funds.*
 - b. *The Report must include: invoices, cancelled checks or copy of bank statement with the item outlined.*

Mail completed reports to:

Summit County RAP Tax Grant Reporting
Attn. Anita Lewis
P.O. Box 128
Coalville, UT 84017