

Association of Hawaiian Evangelical Churches
Nā Lima Hō'ike "E"
A Funding Program for Local Hawaiian Churches
FINAL REPORT

Church's Name: _____ Date Filing Report: _____

Church's Physical Address: _____

Church's Mailing Address: _____

Church's Phone No.: _____ Church's Fax No.: _____

Contact Person (Person completing this Final Report):

Name: _____ Church Position/Title: _____

Email: _____ Phone number: _____

Additional Contact Person: (Optional)

Name: _____ Church Position/Title: _____

Email: _____ Phone number: _____

GUIDELINES:

1. Please complete all sections of this form. If more space is needed for any section, additional sheet(s) may be attached.
2. Any unused funds from the grant must be refunded and submitted with the Final Report. Checks must be made payable to AHEC, with notation: "Nā Lima Hō'ike 'E' Refund." Mail completed original Final Report with original signatures, along with copies of ALL receipts for expenditures, and any refund check to: AHEC/Hawaii Conference UCC, ATTN: Christine Nuuhiwa, 700 Bishop Street Suite 825, Honolulu, HI 96813, **within thirty (30) days after completion of the event/program.**
3. New grant applications will not be considered until all Final Reports from previous grants have been received and approved by the NLHE Committee.
4. Airline Payment Summary showing payment and flight info must be submitted.
5. Hotel/place of lodging payment receipts received at checkout must be turned in – not hotel confirmations.
6. Registration Fees – confirmation of payment (e.g., Copy of church/individual's check showing payment or email confirmation showing online payment made)
7. Meals – submit full receipt for any meals not covered by the event/program. **Gratuity may be included ONLY if it was part of the bill.**

Event/Program Date(s): _____ Date of Grant Application: _____

Location of Event/Program: _____

Number of Church members attended this event/program: _____

1. Was the Objective/Purpose (as stated in Grant Application) fulfilled through this event/program?

YES: _____ NO: _____ SOMEWHAT: _____

Brief comment/opinion(optional): _____

2. Briefly share the highlight of the program? _____

3. If available, please attach photos, news clippings, church newsletter, or anything else that demonstrated the success of the event/program. Would the church be willing to share with other churches successes and/or challenges encountered? _____

4. Other Comments: (Optional) _____

5. Final Financial Accounting: Please list and submit copies of **ALL RECEIPTS** for the final actual Income and Expenses.

FINAL ACTUAL INCOME RECEIVED

FINAL ACTUAL EXPENSES

Contributions/Donations: _____

Air Travel: _____

Church's Contribution: _____

Ground Travel: _____

NLHE Grant: _____

Hotel: _____

Other Income/Grant: _____

Registration: _____

Other Expenses (list): _____

TOTAL INCOME RECEIVED: _____

TOTAL EXPENSES: _____

IF TOTAL INCOME IS MORE THAN **TOTAL EXPENSES**, A REFUND IS DUE TO AHEC.

6. Please write AMOUNT OF REFUND \$ _____

Make check payable to AHEC, with notation: Nā Lima Hō'ike 'E' Refund." See #1(d) of guidelines where to mail check.

7. Was the estimated budget accurate? If not, why? _____

Mahalo for submitting this Final Report. The Nā Lima Hō'ike E Committee prayed for this Event/Program and hopes that God's mission was accomplished through this Event/Program and God's church. Pōmaika'i ke Akua pū.

As the authorized agent for the Church, I verify that this Final Report is true and accurate to the best of my knowledge.

Print Name _____ Position/Title: _____

Signature _____ Date _____

COMMITTEE USE ONLY

Reviewed by NLHE Committee Date Accepted: _____

Signature of NLHE Committee Chairperson: _____