



## **DISTRICT OF TIMISKAMING SOCIAL SERVICES ADMINISTRATION BOARD NCB REPORTING REQUIREMENTS**

The following is the minimum Reporting Requirements for Agency program(s) funded under the NCB initiative. Additional reporting requirements and formats may be implemented by the DTSSAB at any time. Specific forms and formats will be provided as part of the NCB Funding Package to agencies once funding has been approved.

### Organization and Program Mandate

- 1) If the program(s) funded by the DTSSAB are altered in any way (hours of service, population served, mandate etc.) the DTSSAB is to be notified immediately.
- 2) If the program(s) funded by the DTSSAB are discontinued for any reason, the remaining unspent funds are to be returned to the DTSSAB along with a complete accounting of funds spent and a full explanation of the factors influencing the closing of the program(s).
- 3) Overview of community impact of program(s) funded by the DTSSAB
- 4) Overview of benefit to the agency/organization as a result of DTSSAB funding.
- 5) Activities and actions taken as a result of funding under the NCB Initiative.

### Statistical and Financial Reporting

- 1) Monitor monthly expenditures of the program(s) funded and report these to the DTSSAB on a quarterly and annual basis.
- 2) Monitor the monthly number of individuals utilizing the program(s) funded and report these to the DTSSAB on a quarterly and annual basis showing the # of adults, children and families served.
- 3) Report on the expenditure and usage activity (as above) of the funded program(s) for one year or up until the funding provided by the DTSSAB are spent, whichever is greater.
- 4) Report on the value of any additional supports (either financial or in-kind) received as a result of funding by the DTSSAB under the NCB Initiative. Do not indicate supports already in existence or supports that would have been received regardless of funding from the DTSSAB.
- 5) Report on any revenue received as a direct result of receiving funding under the NCB Initiative.

### Marketing and Promotion

- 1) Any promotional materials, press releases or other media coverage on the program(s) funded by the DTSSAB must mention the DTSSAB as a funding partner.
- 2) Copies of all promotional material (brochures, reports to the community etc.) are to be sent to the DTSSAB with other quarterly reporting requirements.