
SECTION NINE - AGENCY ADMINISTRATIVE COSTS

What is your agency's administrative overhead percentage? % Administrative Costs.

INFORMATION FROM MOST RECENT 990			
	<u>PAGE 10</u>		<u>PAGE 9</u>
LINE 25 COLUMN C	_____	Management & General	
LINE 25 COLUMN D	_____	Expenses Fundraising	
		Expenses	Total Revenue
Page 10 TOTAL	_____	LINE 12 COLUMN A divide this figure by Total Revenue	_____
Total Admin %	_____%		

Note: This cost MUST BE LESS THAN 25%. Otherwise, you must include an explanation below and the plan to reduce these costs to less than 25% at the time of application. This explanation must be more than just a plan to raise more funds!

If the agency does not file a regular IRS Form 990, the agency **must still complete at the minimum** page 1 and sign it, and pages 9 and page 10, all from the regular IRS **Form 990**. This is for United Way purposes only. The correct 990 is found on the IRS website at www.irs.gov and it is easy to complete. This must be submitted with the application! If the IRS does not require your organization to file the Form 990 or requires **you to file another form, you** must **still complete the regular IRS 990**. IRS Forms 990 EZ, 990PF, and comparable forms are **not acceptable**. These IRS 990 forms are for application purposes only and will not be filed with the IRS. Please attach a copy of the most immediate year to this application, even if you have already submitted it to our office at another time.

1. **Explanation and plan to reduce administrative costs to less than 25%, If needed:**