

LCC ACCOUNT FORM

DUE SEPTEMBER 1ST

Massachusetts Cultural Council

The Local Cultural Council (LCC) Program is the largest grassroots cultural funding network in the nation supporting thousands of community-based projects in the arts, humanities, and sciences annually. Somerville Arts Council

The program promotes the availability of rich cultural experiences for every Massachusetts citizen.

Administered by 2,400 municipally appointed volunteers, the LCC network consists of 329 councils serving all 351 Massachusetts cities and towns. Each year, local councils award more than \$2 million in grants to more than 5,000 cultural programs statewide. These include school field trips, afterschool programs, concerts, festivals, lectures, theater, dance, music, and film. LCC projects take place in schools, community centers, libraries, elder care facilities, town halls, parks, and wherever communities come together.

Individuals, schools, and cultural organizations are eligible to apply for project support from their local council. Funding for cultural field trips is also available. Applicants should contact their LCC before completing an application. Exemplary LCC projects are eligible to be further recognized by the Gold Star Program.

Please note: grants from LCCs are reimbursement-based. (The applicant expends their own money, and if approved for a grant, then submits paperwork for reimbursement.)

For more information visit www.massculturalcouncil.org

LCC FORM Section 1 - 4

LCC ACCOUNT FORM		
Account Information for the	Hubbardston Cultural Council	Please complete this form by September 1st.
July 1, 2013 - June 30, 2014		
<p>Instructions:</p> <ol style="list-style-type: none"> 1. All information should be entered electronically using Excel. Please do not enter work by hand. 2. Additional information about each box can be found under the "Definitions" tab of this document. 3. Once complete, print and sign the form. 4. Please be prepared to provide this completed form to a member of your Local Cultural Council no later than September 30, 2014. You should keep a copy of the original for your records. 		
BOX 1	Account Balance Beginning of Fiscal Year (7/1/13)	5,810.58
	REVENUES (Between July 1, 2013 and June 30, 2014)	
BOX 2	State Revenue (Massachusetts Cultural Council Grant Allocation)	4,250.00
BOX 3	Other Revenues (Interest accrued on account, locally raised funds, municipal funds)	10.88
BOX 4	Total Revenues (Total of Box 2 and Box 3)	4,260.88
	EXPENDITURES (Between July 1, 2013 and June 30, 2014)	
Itemized list of expenditures should be entered on the Expenditure Detail Page		
<input type="button" value="Click to Enter Detailed Expenditures"/>		←

Look up your Start of year Balance for Art Lottery Grant

What was your payment from the State

What was your interest earned

1 – 4 Back Up Reports

using SoftRight accounting software as the example

2014 Revenue Report From 07/01/2013 to 06/30/2014

233-699-4820-0000 ART LOTTERY - INTEREST										
Year	Eff Date	Type	Vendor Name/Description	Invoice #	Deposit #	Trs Pkt	Jrnl Pkt	Estimated Rev	Actual Revenue	Difference
2014	07/31/2013	ACCRV		ART LOT		137	755	\$0.00	\$0.93	\$0.93
2014	08/31/2013	ACCRV		ART LOT		139	757	\$0.00	\$0.74	\$1.67
2014	09/30/2013	ACCRV		ART LOT		140	763	\$0.00	\$0.72	\$2.39
2014	10/31/2013	ACCRV		ART LOT		146	764	\$0.00	\$0.73	\$3.12
2014	10/31/2013	ACCRV		ART LOT		180	860	\$0.00	\$-0.05	\$3.07
2014	11/30/2013	ACCRV		ART LOT		148	765	\$0.00	\$0.66	\$3.73
2014	12/31/2013	ACCRV		ART LOT		149	766	\$0.00	\$0.68	\$4.41
2014	01/31/2014	ACCRV		ART LOT		150	767	\$0.00	\$0.68	\$5.09
2014	02/28/2014	ACCRV		ART LOT		151	769	\$0.00	\$0.61	\$5.70
2014	03/31/2014	ACCRV		ART LOT		156	777	\$0.00	\$1.33	\$7.03
2014	04/30/2014	ACCRV		ART LOT		158	778	\$0.00	\$1.35	\$8.38
2014	05/31/2014	ACCRV		ART LOT		159	779	\$0.00	\$1.40	\$9.78
2014	06/30/2014	ACCRV		ART LOT		160	780	\$0.00	\$1.05	\$10.83
233-699-4820-0000 Ending Bal								\$0.00	\$10.83	\$10.83
Period Total								\$0.00	\$10.83	\$10.83
4820 Earnings on Investments Ending Bal								\$0.00	\$10.83	\$10.83
Period Total								\$0.00	\$10.83	\$10.83
233-699-4830-0000 ART LOTTERY GRANT										
Year	Eff Date	Type	Vendor Name/Description	Invoice #	Deposit #	Trs Pkt	Jrnl Pkt	Estimated Rev	Actual Revenue	Difference
2014	12/16/2013	ACCRV	CULTURAL COUNCIL PAYMENT	ART LOT		59	323	\$0.00	\$4,250.00	\$4,250.00
233-699-4830-0000 Ending Bal								\$0.00	\$4,250.00	\$4,250.00
Period Total								\$0.00	\$4,250.00	\$4,250.00

Your interest earned

Your payment from the State

1 – 4 Back Up Reports

using SoftRight accounting software as the example

All Departments Expenditure Report From 07/01/2013 to 06/30/2014

Account	Description	Carry Fwd	Orig Bud	Amended	Encumb	Expend	Unencum Bal	% Exp
233-699-5380-0000	ARTLOTTERY GRANT	\$5,810.58		\$4,260.83		\$5,230.00	\$4,841.41	51.92 %
699 - Other Cultural and Recreation Total		\$5,810.58		\$4,260.83		\$5,230.00	\$4,841.41	51.92 %
233 - Arts Lottery Council (Cultural Total)		\$5,810.58		\$4,260.83		\$5,230.00	\$4,841.41	51.92 %
Grand Total		\$5,810.58	\$0.00	\$4,260.83	\$0.00	\$5,230.00	\$4,841.41	51.92 %

What was your carry forward



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EXPENDITURES (Between July 1, 2013 and June 30, 2014)		
Itemized list of expenditures should be entered on the Expenditure Detail Page		
<input type="button" value="Click to Enter Detailed Expenditures"/>		←
BOX 5	Total Expenditures (Calculated using Expenditure Detail Page)	5,230.00
BOX 6	Account Balance End of Fiscal Year (6/30/14) (Total of Box 1 and Box 4, minus Box 5)	4,841.46
BOX 7	Local Revenue/Interest remaining in Account Balance* This is the amount of locally raised money and/or interest contained in the account balance (Box 6). <i>*Please read detailed instructions for Box 7 under the Definitions tab of this document before completing this field.</i>	
Certification of City/Town Treasurer/Accountant/Auditor		
BOX 8	Name: Amy DeLaRoche Title: Town Accountant City/Town Name: Hubbardston Email address: tacct@hubbardstonma.us	
By signing below, I verify that, to the best of my knowledge, all receipts from the Massachusetts Cultural Council, any other receipts or donations to the local council, and any interest earned thereon are deposited in a revolving account kept separate and apart from all other monies as specified by M.G.L. Chapter 10 Section 58.		
Signature:	<input type="text"/>	Date: _____

Enter your expense detail on this tab

What was your total expenditures

As a result of the above reporting you have your end of year balance

Sign and submit to your LCC for review

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5 – 8 Back Up Reports

using SoftRight accounting software as the example

Review Vendors
Paid for the
detail tab

2014 Expenditure Report From 07/01/2013 to 06/30/2014

ART LOTTERY GRANT 233-699-5380-0000									
	Chk #	PO #	Voucher	Invoice	Warr	Pkt #	Approp	Expended	
07/01/2013	BDCFW	FY14 CULTURAL COUNCIL CARRY FORWARD					38	\$5,810.58	\$0.00
07/31/2013	BDREC					137	\$0.93	\$0.00	
08/15/2013	APWAR	FITCHBURG ART MUSEUM	90162	0	12	FY14-3	3769	\$0.00	\$125.00
08/15/2013	APWAR	LISTENING WELLNESS	90178	0	YouthEnrich	WFY14-3	3769	\$0.00	\$400.00
08/15/2013	APWAR	MAPLEWIND ARTS	90181	0	7-2012	FY14-3	3769	\$0.00	\$250.00
08/15/2013	APWAR	MAPLEWIND ARTS	90181	0	5-2012	FY14-3	3769	\$0.00	\$250.00
08/15/2013	APWAR	JOHN PORCINO	90175	0	SummerReadi	FY14-3	3769	\$0.00	\$300.00
08/15/2013	APWAR	HUBBARDSTON PUBLIC	90172	0	HandsonHisto	FY14-3	3769	\$0.00	\$500.00
08/31/2013	BDREC					139	\$0.74	\$0.00	
09/30/2013	BDREC					140	\$0.72	\$0.00	
10/31/2013	BDREC					146	\$0.73	\$0.00	
10/31/2013	BDREC					180	\$-0.05	\$0.00	
11/30/2013	BDREC					148	\$0.66	\$0.00	
12/16/2013	BDREC	CULTURAL COUNCIL PAYMENT					59	\$4,250.00	\$0.00
12/19/2013	APWAR	PETE CORMIER	90901	0	W12 FY14	FY14-12	3825	\$0.00	\$250.00
12/31/2013	BDREC					149	\$0.68	\$0.00	
01/31/2014	BDREC					150	\$0.68	\$0.00	
02/27/2014	APWAR	RENEE M CARLEEN	91301	0	13-1214	FY14-17	3865	\$0.00	\$300.00
02/27/2014	APWAR	RUSSELL KILLOUGH-	91302	0	W#17MAPLE	FY14-17	3865	\$0.00	\$652.00
02/28/2014	BDREC					151	\$0.61	\$0.00	
03/31/2014	BDREC					156	\$1.33	\$0.00	
04/30/2014	BDREC					158	\$1.35	\$0.00	
05/08/2014	APWAR	NICOL WANDER	91709	0	W22 FACTS	FY14-22	3900	\$0.00	\$350.00
05/22/2014	APWAR	MAICHACK ARTS	91797	0	W23FLOWER	FY14-23	3905	\$0.00	\$448.00
05/31/2014	BDREC					159	\$1.40	\$0.00	
06/05/2014	APWAR	LISTENING WELLNESS	91871	0	W24 GRANT	FY14-24	3912	\$0.00	\$500.00
06/05/2014	APWAR	1794 MEE TINGHOUSE	91835	0	W24GRANT	FY14-24	3912	\$0.00	\$125.00
06/05/2014	APWAR	MASS AUDUBON	91873	0	W24	FY14-24	3912	\$0.00	\$285.00
06/30/2014	BDREC					160	\$1.05	\$0.00	
06/30/2014	APWAR	MALOWITZ, RENEE	92152	0	W27 FUN	FY14-27	3941	\$0.00	\$495.00
233-699-5380-0000 Ending Bal							\$10,071.41	\$5,230.00	
Period Total							\$10,071.41	\$5,230.00	

Total
Expenditure

5 – 8 Back Up Reports

using SoftRight accounting software as the example

Vendor/Grantee	Date of Payment	Amount									
			5,230.00	----- Calculated Total Expenditures							
Youth Enrichment Program	8/15/2013	400.00									
14th Annual Nutcracker Performance	8/15/2013	250.00									
Summer Reading Program Kick Off	8/15/2013	300.00									
78th Regional Exhibition	8/15/2013	125.00									
Maplewind Summer Theatre	8/15/2013	250.00									
Hands on History Program	8/15/2013	500.00									
Mid State Trail Art Project	12/19/2013	250.00									
Maplewind Arts 4th Ann. Jazz	2/27/2014	652.00									
Many Colored Dance	2/27/2014	300.00									
Know your facts Snacks	5/8/2014	350.00									
Maichack Arts	5/22/2014	448.00									
Meet Native Amphibians	6/5/2014	285.00									
Youth Enrichment Program	6/5/2014	500.00									
Quabbin Valley Pro Musica	6/5/2014	125.00									
Fun Arts	6/30/2014	495.00									

Return to Summary Page

Enter your expenses on the detail tab

REMINDER

Some cultural councils plan their activities on a calendar year so keep that in mind. Understand that when reviewing this report with the council they may have questions about specific program dates, etc. This is a great way to reconcile with your council and ensure they are approved for the funding they will need to support these valuable programs in your community.

For more information visit www.massculturalcouncil.org