



Instructions for Quarterly Narrative and Financial Reports

To obtain reports, access the CHE website at www.chelincoln.org, click on quarterly reports.

1. Quarterly Narrative Report. Please open the Narrative Report on the website and fill in the form. Save the information to your hard drive.
2. Financial Report. Choose either the Word Form or the Excel Form to process your Financial Report.

DIRECTIONS FOR USE OF THE WORD FORM: Open the Word Financial Form on the website. Complete the amounts for the appropriate reporting period, including the Totals Column on the right and at the bottom of the page.

DIRECTIONS FOR USE OF THE EXCEL FORM: If you choose to use the Excel Spreadsheet form: Open the Excel Financial Form on the website. Complete the information for the appropriate reporting period. The total columns will total automatically.

Deadlines for submission are: Q1 – October 15; Q2 – January 15; Q3 – April 15; Q4 – July 15. (Note: If the 15th of the month falls on a Saturday, Sunday, or holiday, your reports are due the next working day.)

3. Once you have completed your Narrative and Financial Reports, save a copy to your hard drive. Please forward **an original and 4 copies** of your reports to the Community Health Endowment by mailing to:

Community Health Endowment
P.O. Box 81309
Lincoln, NE 68501

OR you may hand deliver your reports to:

The Windstream Building
1440 M Street
Lincoln, NE 68508

If you have any questions, please contact the CHE Offices at 436-5516.