

# Georgia Department of Audits and Accounts

## NPO Review Section

### Legend for NPO-INFO FORM

This Spreadsheet is provided to explain the columnar headings for the information requested on the NPO-INFO form. If you need additional explanation or have questions about this form contact the NPO Review Section with the Georgia Department of Audits at (404) 656-2180 or *E-Mail* your questions to:

..... ***NPO@MAIL.AUDITS.STATE.GA.US***

Columnar Heading	Description
<b>REPORTING ENTITY</b>	The Name of Your Organization
<b>ENTITY CODE</b>	The four digit Entity Code assigned to your organization
<b>CONTACT PERSON</b>	The name of the person responsible for communicating with the NPO Review staff concerning grants/contracts with NPO's.
<b>CONTACT TITLE</b>	Title of Individual assigned contact responsibility.
<b>FAX NUMBER</b>	The Fax number of the reporting entity.
<b>E-MAIL ADDRESS</b>	The E-Mail address of the NPO contact.
<b>GRANT/CONTRACT NUMBER</b>	The specific grant/contract number assigned by your organization for the grant/contract with the NPO.
<b>GRANT/CONTRACT DATE</b>	The date of the Grant/Contract.
<b>SCOA</b>	The State chart of account classification where this grant/contract was recorded.
<b>TOTAL AWARD STATE</b>	The amount awarded to the NPO
<b>TOTAL AWARD FEDERAL</b>	The amount awarded to the NPO
<b>GRANT/CONTRACT AMOUNT</b>	The total for this field is calculated by the amounts entered for Total Award State and Federal.
<b>NPO</b>	The Name of the Not-for-Profit Organization receiving the Grant/Contract.
<b>NPO STREET ADDRESS</b>	The Street Address of the Not-for-Profit Organization.
<b>NPO STATE</b>	The State of the Not-for-Profit Organization
<b>NPO ZIP</b>	The Zip Code of the Not-for-Profit Organization.
<b>NPO FEI NO.</b>	The Federal Employees Identification Number of the Not-for-Profit Organization receiving the Grant/Contract.
<b>NPO FISCAL YEAR END</b>	The Fiscal Year End of the Not-for-Profit Organization receiving the Grant/Contract
<b>PURPOSE OF GRANT/CONTRACT</b>	A Description of the Purpose of the Grant/Contract