PERSONNEL/ADMINISTRATIVE INFORMATION (PAI)
For FY _____
(Reporting Year)

Please complete this form and return to DHS with your financial report submission.

Agency Name: _____   FEIN #: _____

Number of employees in agency on the last day of most recent fiscal year?   _____

Number of newly hired employees during the most recent fiscal year?   _____

Number of budgeted vacancies on the last day of most recent fiscal year?   _____

Supplemental Fiscal Information

Please list the names and titles of all bonded employees:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list the names and titles of all employees issued corporate credit cards:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list the current members of the Board of Directors and their terms, identifying the officers:

Name	Title-Term
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

[Please attach additional pages, if necessary, or a separate listing]

Please indicate the frequency of the entity's Board of Directors' regular meetings: _____
(e.g.: monthly, quarterly, 3 per year…)

Please give the dates of the **three** (3) most recent Board meetings:

Meeting Date(s)

_____

_____

_____