

Polynesian Voyaging Society
Printing Expenses

1		2		3		4	
DATE	PAID To	Check#			AMOUNT		
1							1
2	4-1-75	BEN FINNEY	315		19000	✓✓	2
3	4-24-75	✓	334		18000	✓✓	3
4	4-30-75	✓	352		15000	✓✓	4
5	5-16-75	GEORGE BENNET -Tools	364		34840	✓✓	5
6	5-30-75	BEN FINNEY	396		8600	✓✓	6
7	5-30-75	KIMO HUGHO	397		11216	✓✓	7
8							8
9	2-15-75	JANDRA MAILL	257		6000	✓✓	9
10	2-15-75	AIR MICRONESIA	261		67340	✓✓	10
11							11
12					174596		12
13							13
14							14
15							15
16							16
17							17
18							18
19							19
20							20
21							21
22							22
23							23
24							24
25							25
26							26
27							27
28							28
29							29
30							30
31							31
32							32
33							33
34							34
35							35
36							36
37							37
38							38
39							39
40							40
41							41
42							42
43							43
44							44
45							45
46							46
47							47

DATE	DESCRIPTION	AMOUNT	FED. TAX	TOTAL
	734-4910 MR FINNEY/DK			\$3.74

CONFIRMATION OF MESSAGE SENT:

KFYA HL HMHO 019 949043

LT

PHILLIP MOTOICHI

YAP

FEB 11 8 04 PM '75

MCCOY SAYS RADIO PIAILUG AT SATAWAL TO BRING ADZES

AND ONE SACK COCONUT FIBRE

FINNEY

ITT World Communications Inc.



University of Hawaii at Manoa

Department of Anthropology
Crawford Hall 206 • 2550 Campus Road
Honolulu, Hawaii 96822

April 8, 1975

Received from the Polynesian Voyaging Society \$190 to be paid to
Pius Pailug for his per diem expenses March 10-28.

Ben R. Finney
Ben R. Finney

*Rd.
4/11/75
#315*



University of Hawaii at Manoa

Department of Anthropology
Crawford Hall 206 • 2550 Campus Road
Honolulu, Hawaii 96822

8 April 1975

INVOICE

For 18 days (March 29-April 15) per diem at \$10 per day for
Pius Pailug.

Ben R. Finney
Ben R. Finney

*pd. 4/16
#334*



University of Hawaii at Manoa

Department of Anthropology
Crawford Hall 206 • 2550 Campus Road
Honolulu, Hawaii 96822

21 October 1975

Louise Hotaling
Program Director
Insular Arts Council of Guam
Box EK
Agana, Guam 96910

Dear Mrs. Hotaling:

I am very pleased that we have been able to reestablish correspondence over the grant to Piailug. I was preparing this letter early in October when a serious incident occurred: our voyaging canoe was swamped in the channel between Kauai and Oahu and had to be towed to Kauai. Now that the crises has eased I can get back to giving you an accounting for Piailug's expenses.

Enclosed are:

- 1) signed copy of invoice
- 2) signed copies of acceptance agreement
- 3) copy of my May 28 letter to you detailing Piailug's activities here
- 4) receipts for cash expenses incurred listed in the below budget

<u>Budget for Pius Piailug</u>	<u>cash</u>	<u>in-kind</u>
<u>Transportation</u>		
a) Yap-Honolulu-Yap	673.40	
b) travel expenses on above trip	60.00	
c) excess baggage	106.68	
<u>Tools and Supplies</u>		
(used in workshops and demonstrations and to reimburse for tools left here)	348.40	
Use of PVS supplied tools and supplies, including canoes		500.00
<u>Per diem</u>	520.00	
Executive Director/Educational Coordinator (1/4 time x 2 months x 600)		300.00
sub-totals	\$1708.48	800.00
TOTAL	\$2508.48	



University of Hawaii at Manoa

Department of Anthropology
Crawford Hall 206 • 2550 Campus Road
Honolulu, Hawaii 96822

I hope the above is satisfactory. We could include a lot more in-kind contributions (local transport, use of facilities etc.) if necessary.

Sincerely yours,

Ben R. Finney
Ben R. Finney

UNIVERSITY OF GUAM
PURCHASE ORDER

PURCHASE ORDER NUMBER

No. HA554-

This number (above) must appear on all packages, shipping papers, correspondence, and invoices pertaining to this order.

BILL

federal program

UNIVERSITY OF GUAM
BUSINESS OFFICE Insular Arts
GOVERNMENT OF GUAM Council
P. O. BOX EK
AGANA, GUAM 96910

BILLING INSTRUCTIONS: 1. Certified original and three (3) copies of invoices must accompany the shipment or delivery intact via method of shipment. 2. If applicable, show inland transportation cost, postage and other related costs separately.

DATE _____

VENDOR
POLYNESIAN VOYAGING SOCIETY
BEN R. FINNEY, PRESIDENT
P. O. BOX 6037
HONOLULU, HAWAII 96818

SHIP TO

UNIVERSITY OF GUAM
PROCUREMENT SECTION
POB EK
AGANA, GUAM 96910

MARK FOR
INSULAR ARTS COUNCIL - PROJECT C
(MICRONESIAN CRAFTS SUPPORT)
P. O. #HA554-

SHIP VIA

AS SOON AS POSSIBLE

ALLOTMENT NUMBER

SELLER'S LIABILITY: 1. Seller's liability terminates at the end of ship's tackle, Guam port. 2. The seller will be liable for replacement or repair of item(s) in the event of any loss or damage to a shipment determined to have occurred pre-port Guam.

ITEM NO.	ARTICLES OR SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT
1.	<p>INSULAR ARTS COUNCIL PROGRAM GRANT TO POLYNESIAN VOYAGING SOCIETY TO ASSIST FUNDING OF TECHNICAL ASSISTANCE IN MICRONESIAN NAVIGATION AND CANOE CONSTRUCTION METHODS IN PREPARATION FOR FORTHCOMING BICENTENNIAL VOYAGE OF REDISCOVERY, THROUGH PARTICIPATION AND INSTRUCTION BY PIAILUG A MASTER NAVIGATOR FROM SATAWAL.</p> <p>POLYNESIAN VOYAGING SOCIETY WILL ENLIST AID AND PERSONAL PARTICIPATION BY PIAILUG IN THE PROJECT AS OUTLINED IN THE ATTACHED PROPOSAL, WILL KEEP CLOSE RECORDS OF ALL CASH AND IN-KIND CONTRIBUTIONS TO THE PROJECT AND WILL PROVIDE THEM TO THE INSULAR ARTS COUNCIL ON OR BEFORE AUGUST 31, 1975 OR AT THE PROJECT'S CLOSE, WHICHEVER FALLS SOONER, TOGETHER WITH COPIES OF RECEIPTS FOR DISBURSEMENTS, EXPENDITURE SUMMARY, IN-KIND CONTRIBUTIONS, AND A NARRATIVE REPORT AND EVALUATION OF THE PROJECT'S BENEFITS TO THE COMMUNITY AND PARTICIPANTS, INCLUDING VISUAL DOCUMENTATION OF WORK IN PROGRESS. INSULAR ARTS COUNCIL OF GUAM, AND NATIONAL ENDOWMENT FOR THE ARTS, A FEDERAL AGENCY, ARE TO BE MENTIONED IN ALL PUBLISHED MATERIAL OR INFORMATION DISSEMINATED CONCERNING THE PROJECT.</p>			<p>ADVANCE PAYMENT AUTHORIZED F. T. Chaguala \$1,000.00</p> <p>POLYNESIAN VOYAGING SOCIETY WILL RETURN ANY PART OF THE SUM OF AS MAY NOT BE EXPENDED IN FURTHERANCE OF THE PROJECT AS OUTLINED HEREIN, OR AS MAY NOT MATCHED AT LEAST EQUALLY BY NON-FEDERAL CASH OR IN-KIND CONTRIBUTIONS TO THE PROJECT.</p> <p>I, Ben R. Firney, President, Polynesian Voyaging Society, understand and accept the terms and conditions of this Purchase Order No. HA554-</p> <p>1st <u>Ben R. Firney</u></p>	
	<p>Estimated Shipping Charges _____</p> <p>Auth: Exec Order No. _____ Section _____</p>	Date:			
				TOTAL	\$1,000.00

CONTRACTOR :
PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL INVOICES
AND STATEMENTS MUST SHOW THE PURCHASE ORDER NUMBER TO AVOID DELAY IN
PAYMENT.

Signature: F. T. Chargualaf
Title: Vice-President Financial Affairs

REQUISITION NO.:

BID NO.:

CONTRACT NO.:

1. Original - Contractor - Vendor
2. Canary - Acknowledgement (Business Office)
3. Pink - Purchase Order File
4. Blue - Business Office

5. Canary - Department of Administration
6. Green - Business Office
7. White - Ordering Department
8. Goldenrod - Procurement Section

DOCUMENTS CAPTURED AS RECEIVED

I N V O I C E

BEN R. FINNEY, PRESIDENT, POLYNESIAN VOYAGING SOCIETY
2467 AHA AINA PLACE
HONOLULU, HAWAII 96821

NAME

ADDRESS

DATE

AGENCY BILLED: INSULAR ARTS COUNCIL OF GUAM
PROGRAM C - MICRONESIAN CRAFTS SUPPORT
P. O. #

ITEM	ARTICLES OR SERVICES	QTY.	UNIT	PRICE	AMOU
I.	EXPENSES, POLYNESIAN VOYAGING SOCIETY REDISCOVERY VOYAGE PROJECT, FOR ENGAGEMENT OF PIAILUG, MASTER NAVIGATOR OF SATAWAL IN INSTRUCTION AND PARTICIPATION, PER TERMS OF INSULAR ARTS COUNCIL PROGRAM GRANT, FISCAL 1975.				\$1,000
TOTAL					\$1,000

I certify that the above bill is correct and just and that payment therefor has not been received.

I certify that the items listed herein are correct and proper for payment from allotment

Ben R. Finney 5 October 1975
SIGNATURE

No. HA554-34
Frederic H. H. H.
AUTHORIZED OFFICER DATE

INSULAR ARTS COUNCIL OF GUAM - PROGRAM C (MICRONESIAN CRAFTS SUPPORT)

INSULAR ARTS COUNCIL PROGRAM GRANT TO POLYNESIAN VOYAGING SOCIETY TO ASSIST FUNDING OF TECHNICAL ASSISTANCE IN MICRONESIAN NAVIGATION AND CANOE CONSTRUCTION METHODS IN PREPARATION FOR FORTHCOMING BECENTENNIAL VOYAGE OF REDISCOVERY, THROUGH PARTICIPATION AND INSTRUCTION BY PIALUG A MASTER NAVIGATOR FROM SATAWAL:

I, BEN R. FINNEY, CERTIFY THAT POLYNESIAN VOYAGING SOCIETY HAS ENLISTED AID AND PERSONAL PARTICIPATION OF PIALUG IN THE PROJECT AS OUTLINED IN THE ATTACHED PROPOSAL, AND THAT I WILL PROVIDE TO THE INSULAR ARTS COUNCIL ON OR BEFORE NOVEMBER 15, 1975, RECORDS OF ALL CASH AND IN-KIND CONTRIBUTIONS TO THE PROJECT, TOGETHER WITH COPIES OF RECEIPTS FOR DISBURSEMENTS, EXPENDITURE SUMMARY, IN-KIND CONTRIBUTIONS, AND A NARRATIVE REPORT AND EVALUATION OF THE PROJECT'S BENEFITS TO THE COMMUNITY AND PARTICIPANTS, INCLUDING VISUAL DOCUMENTATION OF WORK IN PROGRESS. ANY FORTHCOMING PUBLISHED REPORTS OR INFORMATION DISSEMINATED CONCERNING THE PROJECT WILL STATE THAT PARTIAL FINANCIAL SUPPORT OF THE PROJECT WAS PROVIDED THROUGH ASSISTANCE FROM THE INSULAR ARTS COUNCIL OF GUAM, IN THE FEDERAL-STATE PARTNERSHIP, NATIONAL ENDOWMENT FOR THE ARTS.

Ben R. Finney
Ben R. Finney

Date: 5 October 1975

Council Official



The EAST-WEST CENTER Honolulu, Hawaii 96822

EAST-WEST TECHNOLOGY AND DEVELOPMENT INSTITUTE

May 28, 1975

Mrs. Louise Hotaling
Program Director
Insular Arts Council
University of Guam
Agana, Guam 96910

Dear Mrs. Hotaling:

I hope that you received my cable of a few weeks ago and that you were able to meet Piailug while he was on Guam enroute to Yap/Sathawal.

Piailug was a marvelous help for the Polynesian Voyaging Society Canoe Project. He arrived on the day of the launching, March 8, and joined in our activities right away. His participation was invaluable, both for the advice that he was able to give us as an experienced canoe builder and navigator, and the way he was able to work side by side with the Hawaiians who were sailing the voyaging canoe. The enclosed copy of an article that appeared in the Honolulu Advertiser will give you some sense of this. (Please note that we managed to have them credit the Insular Arts Council, but unfortunately, they dropped out the reference to the ultimate source of travel funds).

The following are the main workshops and demonstration activities that Piailug participated in:

1. Demonstration of carving with an adze, sennit lashing and coconut leaf weaving and discussions of sailing and navigation given to over 3,000 students (from primary through high school level) at Kualoa Park, Oahu where the voyaging canoe has been based.
2. Similar demonstrations and discussions given to 150 senior citizens and 50 City and County of Honolulu Parks staff.
3. Slide talk and discussion of Micronesian canoe at:
 - a. Kailua High School - 300 students.
 - b. University of Hawaii, Hawaiian Language Class - 50 students.
4. Teaching of Micronesian crafts and discussion of Micronesian canoes and sailing to 40 patients of the Kalaupapa Leprosy Settlement on Molokai Island.

CENTER FOR CULTURAL AND TECHNICAL INTERCHANGE BETWEEN EAST AND WEST

An educational institution of the Government of the United States of America in cooperation with the University of Hawaii

Mrs. Louise Hotaling
Page 2
May 28, 1975

As you might guess, Pailug's craftsmanship and authoritative yet unassuming manner, was greatly appreciated by the students and adults he worked with. Enclosed is a copy of an article on the canoe project, in which Pailug is favorably mentioned, that appeared in the Kailua High School Magazine.

We have been successful in obtaining Pailug an East West Center participant grant for the period 1 January 1976 through 31 August 1976, to enable him to act as a navigational and sailing consultant on the voyage to Tahiti and return. However, the grant, unfortunately did not include his airfare. The East West Center is requesting airfare from the Trust Territory Government, as they do for other East West Center participants from Micronesia. However, since Pailug is not a government employee, it may be difficult to secure airfare for him.

The Polynesian Voyaging Society and many other groups and individuals in Hawaii certainly enjoyed having Pailug here, and are very appreciative of the aid of the Insular Arts Council in awarding \$1,000 to meet Pailug's travel cost and a portion of his living expenses. However, the Polynesian Voyaging Society has not yet received the \$1,000. We are very anxious to receive the funds as we had to borrow from our canoe operating project in order to cover Pailug's travel and living cost.

Sincerely yours,

Ben R. Finney
Research Associate
and
President
Polynesian Voyaging Society

Encl.



The EAST-WEST CENTER Honolulu, Hawaii 96822

EAST-WEST TECHNOLOGY AND DEVELOPMENT INSTITUTE

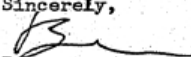
23 March 1975

Sandra Maile
Executive Director
Polynesian Voyaging Society
P.O. Box 6037
Honolulu, Hawaii

Dear Sandy:

Enclosed are PVS letters and a receipt signed by Piailug indicating that he has received \$160 from the PVS for the period March 8-28. As we discussed earlier, I have paid this amount to him from my personal funds. Therefore, I would like to request a check for \$160 from the PVS for reimbursement.

Sincerely,


Ben Finney

CENTER FOR CULTURAL AND TECHNICAL INTERCHANGE BETWEEN EAST AND WEST

An educational institution of the Government of the United States of America in cooperation with the University of Hawaii—An Equal Opportunity Employer

22 March 1975

Received from the Polynesian Voyaging Society \$160.00 for living expenses during the period March 18 - 28, 1975 at the rate of \$5.00 per day March 8-17, during which time I was staying with George Bennett, and \$10.00 per day during the period March 18-28, during which time I have been staying at the East-West Center.

PIUS PIAILUG
Pius Piailug

GENERAL CONDITIONS APPLICABLE TO ALL INSULAR ARTS COUNCIL GRANT PROGRAMS

GRANT YEAR: The period of time during which the project applied for must take place—September 1 to August 31 of each year.

GRANT FUNDS: Become available to the IAC at the beginning of each grant year. However, cash in hand cannot be expected by applicant earlier than October 15, to allow for contract approval and check-issuance procedure.

MATCHING: All IAC grants must be matched AT LEAST equally from local sources either in cash or in in-kind services.

LEGAL COMPLIANCE: All applicants must agree to comply with Title VI of the Civil Rights Acts of 1964 (PL88-352) and with Labor Standards under Section 5(1) of the National Foundation on the Arts and Humanities Act of 1965 (PL89-209 as amended).

RESTRICTIONS ON USE OF FUNDS: No grant funds may be used for capital outlay or improvements (buildings or construction) or for permanent equipment; nor may they be used to offset deficit funding or for general support.

CONTINUING PROJECTS: Continued funding for a significant project of local impact may be requested for a second and third year on a basis which decreases the percentage of IAC support and increases the percentage of the applicant's support. Such continuing projects will be reviewed annually.

PERSONNEL: If projects involve the addition or hiring of personnel, resumes of the persons being considered should accompany the application.

CONTRACTS—APPROVAL, DISAPPROVAL: 1. Upon approval of the application by the Council, the applicant will be notified of such action and advised of any terms, conditions, or stipulations the Council may have placed upon the approval. The amount granted toward the project may be only a portion of the amount requested. The Council, in receiving and reviewing the project applications, is under no obligation to grant the entire amount applied for. Reasons for any reduced amount approved will be a part of the notification letter.

2. Should the application be disapproved, the applicant will be so notified, and reasons given as to the Council's action.

CONTRACTS—REPORTS: 1. Upon approval of the applicant's project, a contract-purchase order will be issued by the IAC setting forth the terms, conditions, and purposes of the grant, including the schedule, size, and amounts of the grant payments.

2. Upon execution of the contract-purchase order and approval by the certifying officer, University of Guam, the applicant becomes eligible to receive payments according to schedule as set forth in the contract, and upon his submission of invoices.

3. Following completion of the contract, certain reporting procedures must be followed—namely, evaluation and narrative reports and Financial statement with receipts and certifications must be filed with the IAC for accounting and record purposes.

INSTRUCTIONS FOR COMPLETING UNIFORM PROPOSAL FORM (Numbers below correspond to numbered blanks on Uniform Proposal Form.)

1. Designation of specific program under which grant is requested.
2. Name of organization or individual—the organizational name under which business is conducted, or the name of the individual applicant.
3. Permanent mailing address—where correspondence may be addressed throughout the duration of the project.
4. and 5. (If applicant is an organization) Is the organization a non-profit organization incorporated in Guam, and if so, when? Does organization have a tax-exempt status, and what is the number?
6. Chief Administrative Officer (if an organization)—the president, chairman, or other officer of the organization who is legally responsible for the organization under the terms of the charter—person's name, title, and appropriate telephone number.
7. Project Director—the name, title, and appropriate telephone number of that person who will be in direct and active charge of the project from beginning to end; may be the same as chief administrative officer.
8. Project Title—How the project may be conveniently identified both to the organization and the Council, and to the public at large.
9. Starting and Ending Dates of Project—when the project will actually begin, and when it will end. Projects may not begin before or extend beyond the dates shown (Sept. 1-Aug. 31) except for final reporting, accounting, and evaluating, and then for 60 days only.
10. If this is intended to be a continuing project, indicate which year of funding is covered by this application.
11. A reasonable estimate of the number of persons this project will serve or teach.
12. Proposed Budget—Shown here is a summary of the detailed budget which will form an attachment to the application.
 - A. Matching Funds—The amount of local non-Federal funds pledged to the support of this project. May be of two kinds:
 1. In-Kind—Those services given in support of the project which might otherwise have to be purchased. For example, contributed secretarial help, telephone, postage, artwork, publicity and advertising, transportation, space and facilities—including utilities and janitorial help, printing, released time of salaried employees. Normally, volunteer help which would be available in any case cannot be counted as in-kind.
 2. Cash—Revenue which the project can generate through ticket sales, registration fees, contributors, donations, or gifts; and/or supplied by applicant organization or individual from its treasury or his own funds. Must be detailed in budget attachment.
 - B. Amount Requested from IAC—The amount of funds needed to complete the budget for the project in addition to the total of the matching funds.
 - C. Total Proposed Project Budget—The estimated amount required to finance the entire project—this figure is a total of A. 3) and B.) above—as shown in the detailed budget attachment.
13. Application Attachments and Documentation
 - A. Description of proposed project: A BRIEF and concise total program of activities and the results intended. Include project objectives, how the project will accomplish these objectives, how it will be operated, and what its expected influence will be on the community it will serve.
 - B. Description of organization or individual: a BRIEF description of the applicant individual or organization—if an individual, a short curriculum vitae; if an organization, its history in the community, its officers, and its place in the community. This is especially important for those organizations making their initial application to the Council.
 - C. Itemized Project Budget: A detailed and explicit listing of the project's total anticipated cost, together with the anticipated sources of income to meet these costs. Those items covered by the applicant's cash resources and in-kind contributed services should be clearly identified. The sources of these matching funds should also be clearly stated.
 - D. Briefly, show the relationship, if any, of the project to the Bicentennial.
14. Signature, Chief Administrative Officer (if applicant is an organization)—An original signature of the person listed in 6 above as the one legally responsible for the organization and its activities.
15. Signature Project Director—An original signature of the person listed in 7 above as the one in active charge of the project. When both Chief Administrative Officer and Project Director are the same person, a single signature will suffice. Please note: Signatures indicate compliance with certain Territorial and Federal regulations referred to just above signature lines.
16. Date—the date of signature, or submission of the application.

GUIDELINES FOR USE AND ACCOUNTING OF FUNDS

The following guidelines regulate the use of Federal and State funds. These standards have been established by the National Endowment for the Arts and the Insular Arts Council. All contractors must follow these guidelines.

GENERAL REQUIREMENTS:

1. Non-profit, tax-exempt (organizations)

The National Endowment for the Arts requires that its funds may be used only by non-profit organizations or institutions "to which donations are allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code." It is the responsibility of the contractor to promptly notify the IAC of any changes in its non-profit, tax-exempt status.

2. Civil Rights

It is required that the contractor comply with the Civil Rights Act of 1964, "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

3. Labor Standard

The contractor must comply with the following labor standards: (1) "all professional performers and related or supporting personnel employed on the projects or productions which are financed in whole or in part under this grant will be paid, without subsequent deduction or rebate on any amount, not less than the minimum compensation for persons employed in similar activities; and (2) no part of any project or production which is financed in whole or in part under this grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production." Where appropriate, the contractor will furnish adequate assurances as to labor standards by signing DL Form I-297 and returning it to the IAC.

ACCOUNTING OF FUNDS:

1. Matching Funds

Insular Arts Council funds may not be used to pay more than 50 percent of the total cost of any project or program. Any funds provided by the IAC must be matched by an equal amount by the contractor. Matching funds may consist of ticket receipts, private funds, or in-kind contributions on which a monetary value can be placed; academic institutions may use a standard indirect cost figure based on a reasonable percentage of direct costs.

2. In-Kind Contributions

Records must be kept of these contributions as to source, type, and value. When the contribution is made by a second party, written evidence from the second party is necessary as to both type and value of the contribution.

3. Terms of Contract

A. Expiration

Term of contract is stated in that document. Commitment of IAC funds, and matching funds, must be made during the contract period.

B. Commitments

Commitments (purchase orders, contracts, etc.) unpaid at the termination of the contract must be paid within 60 days.

C. Unused Funds

If for any reason the contract funds have not been expended by Aug. 31, they must be returned to the IAC immediately.

4. Income Earned by Contractor

All income collected by the contractor as a result of the project or program (sale of publications, registration fees, service charges, or admissions) must be accounted for in a financial report.

RECORDS TO BE KEPT:

1. Ledger

Contractor must establish separate ledger accounts for each project or program. Such accounts should provide separate and specific records of receipts, expenditures and balances. These records are subject to examination and audit by a representative of the Federal Government and/or the Insular Arts Council.

2. Payroll

Maintenance of proper payroll records must be kept with identification of contract, account number, etc.

3. Separate Bank Accounts

It is preferable to establish separate bank accounts for contract funds.

4. How Long Records Should be Kept

Three (3) years.

REPORTS ON FUNDS AND PROJECTS TO

INSULAR ARTS COUNCIL:

1. Financial Report

A complete and detailed accounting of contract funds—including copies of all supporting papers such as invoices, cancelled checks, receipts, etc.—showing exact expenditures, receipts, and amount, kind and source of matching funds; to be submitted at termination of contract, or no later than sixty (60) days thereafter.

2. Certification

A statement by those responsible for the Project who made the original application, certifying the above accounting.

3. Evaluation

The evaluation and narrative report must be completed following the performance of the contract to provide the IAC and the National Endowment for the Arts with information as to the degree to which the program Project achieved its intended objectives.

RCA Global Telegram

ZCZC LTB9999

Dest. Ind. _____ CO.

1975 FEB 3 PM 3 43

Confirmation Copy of Telephoned Message

MARION HENRY

MARINE RESOURCES DIVISION

DI STAD

(YAP) CAROLINE ISLANDS

PLEASE CABLE US WHEN PIALUG ARRIVES SO THAT WE CAN MAKE ARRANGEMENTS
FOR AIRLINE TICKET

BEN FINNEY
EASWESSEN

CHARGE: ~~UNPAID~~ ~~ANTHROPOLOGY DEPT~~
POLYNESIAN VOYAGING SOCIETY C/O BISHOP MUSEUM POBOX 6037

TE-84120666 (SANTO)

Thank you for your patronage. Call again.

POLYNESIAN VOYAGING SOCIETY, INC.

REQUEST FOR PAYMENT

VENDOR NAME

Lo Monaco

VENDOR ADDRESS

Description

Antennae - Radio

Amount Due

673.40

Approved By:

(All purchases must be approved by two authorized persons. Authorized persons include Committee Chairmen, the President, the Vice-President, and the Treasurer.)

No payments will be made without the attachment of invoices, and the proper approvals.

Date Paid

2/15/75

Amount Paid

673.40

Check Number

261

Check Signer Initial

P15

761669 NOV 1970

673.40

Air Micronesian

Yap-Hono	Yap
----------	-----

RETURNED BY MAIL

MaOcoluc 8.40 Naulaku

916.00

961.80

45.80

Daniel Kette SS 65-4000 15.65

S. Maile
PVS

Sandy:

Enclosed are two airline ticket receipts for reimbursement:

1) May 18	Kaanapali-Honolulu	\$22.00
2) May 25	Hono-Kaanapali-Hono	\$44.00
		<u>\$66.00</u>

Ben Finney

Continued
005-1201489D
6
\$ 66.00
+ 20.00
\$ 86.00