



AGENCY REQUIRED FINANCIAL REQUIREMENTS

1. Total organizational budget for current fiscal year including a column showing the organization's year-to-date status (budget vs. actual).
2. Program request budget for your entire program.
3. IRS Form 990: (If your recent IRS Form 990 is prior to 2015, you must provide a written explanation signed by both the agency Director and Board Chairperson.)
4. Statement of Revenue/Support and Expenses for your organization's most recently completed fiscal year.
5. Current Balance Sheet.

United Way of Trumbull County serves as stewards of our donor's dollars. We assure our donors that their gifts are used to provide needed services in Trumbull County that are provided by fiscally sound and responsible agencies. Just as United Way of Trumbull County is required to demonstrate our organization adheres to all legal and ethical standards, we require all funded agencies demonstrate those same legal and ethical standards. Those that we require are as follows:

- The agency provides health or human services in Trumbull County in the State of Ohio and is eligible to receive tax-deductible donations as defined within the meaning of IRS Code, Section 170 (c) (1) and (2). This includes but is not limited to 501 (c)(3) and certain governmental entities.
- The agency is governed by a volunteer board of directors consisting of members from the general community.
- The agency has board meetings at least four times per year.
- The agency has at least one, paid full-time or FTE staff person(s).
- The agency has been in business at least 2 years.
- The agency measures and evaluates program effectiveness
- The agency has By-laws
- The agency has an affirmative action policy/non-discrimination policy.
- The agency provides Directors & Officers Insurance.
- The agency has liability insurance.
- The agency has fiscal policies and procedures.
- The agency has personnel policies and procedures.
- The agency has Articles of Incorporation



**THE FOLLOWING SCHEDULE AMENDS THE AUDIT REQUIREMENT
EFFECTIVE FEBRUARY 14, 2017.**

If the applicant agency's revenue budget is \$500,000 or above, the entity is required to provide a complete set of financial statements, including footnotes, audited in accordance with Generally Accepted Auditing Standards (GAAS) as developed by the American Institute of Certified Public Accountants. The financial statements and independent auditor's report must accompany the application for funding.

If the applicant agency's revenue budget is \$499,999 or below, the applicant is required to submit a complete set of financial statements, including footnotes, that has been subjected to a review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA.

If the applicant agency has a revenue budget of \$499,999 or below and has an audit prepared by an independent accountant or firm as part of the cost of doing business, the applicant agency may submit the full audit and is not required to complete a review.

If the applicant agency has a budget of \$499,999 or below and cannot provide an audit or review, the applicant agency may submit in writing a request for an exception to this policy. At the very least, this request for exception to the policy must include an explanation of why no outside, independent audit or review engagement currently is being conducted and a detailed description on how the funds are currently being overseen. This written request must be signed by both the applicant agency director and the chairman/president of the board.

At the time of application, one of these three documents ***MUST BE*** included. No exceptions.

United Way of Trumbull County recognizes the expense of compliance with the requirement for an audit but nonetheless, requires on behalf of our donors, assurances that the recipient agency is fiscally responsible.