

United Way Blackhawk Region Partner Certification Form

Instructions:

- Share this certification and your responses with the entire board and note date of meeting.
- Both the Board Chair and Chief Executive Officer must sign this certification.
- Answer all questions and provide a written explanation for any omissions or "no" answers, unless specified otherwise.
- Responses will be kept confidential and will only be shared with essential volunteers and staff of United Way.

Requirement A: Tax-Exempt Status	Yes	No
Is your organization recognized as exempt from taxation under Section 501(c) (3) of the Internal revenue Code as well as from corresponding provisions of other applicable state, local and foreign laws or regulations?	<input type="checkbox"/>	<input type="checkbox"/>
Did your organization file the most recent IRS Form 990 in a timely manner (within nine months of fiscal year end)?	<input type="checkbox"/>	<input type="checkbox"/>
Date the last IRS Form 990 was submitted to IRS: _____		
Does your most recent IRS Form 990 include 100% of UWBR grants allocated to programs?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization highlight its program service accomplishments in the IRS Form 990?	<input type="checkbox"/>	<input type="checkbox"/>
Do your expense allocations on IRS Form 990 reconcile to the expense allocations in your financial statements or audit?	<input type="checkbox"/>	<input type="checkbox"/>
In the prior fiscal year did the organization become aware of a material diversion of the organization's assets? Please provide an explanation for a YES response. Per the IRS, a material diversion is more that 5% of gross annual receipts or more than \$250,000, whichever is less.	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization make the following documents available to the public? <ul style="list-style-type: none"> • IRS Form 1023 (Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code • IRS Form 990 (Return of Organization Exempt from income Tax) • Form 990-T(Exempt Organization Business Income Tax Return) 	<input type="checkbox"/>	<input type="checkbox"/>

Requirement B: Legal Requirements	Yes	No
Does your organization comply with all other applicable legal, local, state, and federal operating and reporting requirements (e.g.: Nondiscrimination)?	<input type="checkbox"/>	<input type="checkbox"/>
In the last 12 months, have there been any government agency led investigations of your organization for violations of local, state, or federal laws? Please provide an explanation for a YES response.	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization conduct anti-terrorism compliance measures? (Attach Patriot Act Compliance Form)	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization comply with provisions of Sarbanes-Oxley applicable to nonprofit corporations (whistleblower protection and implementation of document retention and destruction policies)?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization promote itself as an equal opportunity employer?	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization currently registered to conduct charitable solicitations at the state level? (Attach current copy of WI and/or IL Dept. of Regulation and Licensing Certifications.)	<input type="checkbox"/>	<input type="checkbox"/>

Requirement C: Governance	Yes	No
Does the board approve the annual budget?	<input type="checkbox"/>	<input type="checkbox"/>
Does the board include at least two members with financial experience?	<input type="checkbox"/>	<input type="checkbox"/>
Does the board (or finance committee) review financial statements on at least a quarterly basis?	<input type="checkbox"/>	<input type="checkbox"/>
Does your board meet at least quarterly?	<input type="checkbox"/>	<input type="checkbox"/>

Does your board have an audit committee and understand that the auditors are engaged by and work for the board?	<input type="checkbox"/>	<input type="checkbox"/>
Does your board review the annual audit?	<input type="checkbox"/>	<input type="checkbox"/>
Does your board review the IRS Form 990 before filing?	<input type="checkbox"/>	<input type="checkbox"/>
Did the process for determining the CEO's compensation include a review and approval by the governing board?	<input type="checkbox"/>	<input type="checkbox"/>
Does your board have a provision for orderly rotation of membership?	<input type="checkbox"/>	<input type="checkbox"/>

Requirement D: Code of Ethics	Yes	No
Does your organization adhere to a locally developed and adopted code of ethics for volunteers and staff, which includes provisions for ethical management, publicity, fundraising practices, and full and fair disclosure?	<input type="checkbox"/>	<input type="checkbox"/>
Do all staff and board members annually verify in writing that they have reviewed the code of ethics?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a provision to guide board members and staff in avoiding conflicts of interest which would act against the best interest of the organization?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a mechanism for resolving conflicts of interest, should they occur?	<input type="checkbox"/>	<input type="checkbox"/>
Are there guidelines restricting the use of the organization's assets for non-business?	<input type="checkbox"/>	<input type="checkbox"/>
Are the board members and staff required to disclose in writing on an annual basis any potential conflicts of interest with the operations of the organization?	<input type="checkbox"/>	<input type="checkbox"/>

Requirement E: Audit	Yes	No
Does your organization comply with UWBR financial reporting policy?	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization's overhead below 25%? Amount of organization overhead as calculated by amounts from 990 (Management and General + Fundraising)/ Total Revenue = _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the audit or financial review presented to the full board by the independent certified public accountant or audit committee chair?	<input type="checkbox"/>	<input type="checkbox"/>
Does the board, executive committee or audit committee review the management letter and take appropriate actions to minimize any risks identified?	<input type="checkbox"/>	<input type="checkbox"/>
Date of last annual audit or financial review: _____		
Are United Way funds used for program expenses? Please provide an explanation for a no response.	<input type="checkbox"/>	<input type="checkbox"/>

Requirement F: UWBR Policies	Yes	No
Does your organization collaborate with other agencies to avoid duplication of services?	<input type="checkbox"/>	<input type="checkbox"/>
Do your organization's United Way funded programs include the current United Way logo on advertising, marketing, educational materials and your website?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization encourage United Way Designations? Please provide an explanation for a yes response.	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization submit financial reports as required in the Financial Reporting Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization notify United Way of changes in the use of United Way grant funds?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization maintain an operating reserve? Number of months in reserve: _____	<input type="checkbox"/>	<input type="checkbox"/>

This certification was or will be reviewed with our board of directors at their meeting held on

_____ and is or will be reflected in the minutes of this meeting.

<p>Board Chair Certification I affirm that the information provided in this certification is accurate.</p> <hr/> <p>Chief Volunteer Officer's Signature _____ Date _____</p> <hr/> <p>Name Printed _____</p>	<p>Chief Executive Officer Certification: I affirm that the information provided in this certification is accurate.</p> <hr/> <p>Chief Executive Officer's Signature _____ Date _____</p> <hr/> <p>Name Printed _____</p>
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