

AGENCY GOVERNANCE CHECKLIST

**ONE COPY PER
AGENCY**

Agency Name: _____

The agency currently:	Yes	No	In Process	NA
Required Practices:				
1) Is recognized as exempt from taxation under the Internal Revenue Code as well as from corresponding provision of other applicable state, local and foreign laws? Date the last IRS Form 990 or 990 EZ submitted to the IRS: _____				
2) Abides by all Federal and State laws?				
3) Certifies all United Way funds are used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders?				
4) Has a governing body, i.e. board of directors that serve completely voluntarily? <i>(i.e. board members receive no compensation for their services and paid agency/program staff are excluded from voting board positions)</i>				
5) Has not become aware in the prior fiscal year of a material diversion of the organization's assets <i>(Per the IRS, a material diversion is more than 5% of gross annual receipts or more than \$250,000, whichever is less)?</i>				
Recommended Best Practices:				
6) Has a governing body, i.e. board of directors, who meet at least quarterly?				
7) Has term limits in place for members of the governing body?				
8) Has written personnel policies approved by the governing body?				
9) Requires the full governing body to review its bylaws and other governance documents at least once every three years?				
10) Maintains meeting minutes for all governing meetings?				
11) Requires the full governing body to review financial statements <i>(such as the Budget, Balance Sheet and Profit and Loss Statement)</i> at least quarterly?				
12) Requires the full governing body to review and approve the annual budget?				
13) Requires the full governing body to approve the annual audit/review results?				
14) Has a policy in place for board member review of annual IRS Form 990/990 EZ before it is submitted to the IRS?				
15) Uses its auditing firm only for auditing services and preparing financial statements <i>(tax form preparation (990's) is the only exception using Sarbanes-Oxley as a guide)?</i>				
16) Has Director and Officers liability insurance?				
17) Has general liability insurance?				
18) Has employee dishonesty coverage or bonding for employees who handle cash and investments to help assure the safeguarding of assets?				
19) Has a Document and Records Retention and Destruction policy in place?				
20) Has a conflict of interest policy (or it is included in another policy)?				
21) Has a 'whistle-blower' protection in place to respond to employee complaints?				
22) Has a Finance/Audit/Investment/Operations committee that's active, regularly reviews financials, and reports to the governing body at least quarterly?				
23) Has a Finance/Audit/Investment/Operations committee in place whose membership includes at least one volunteer who is a financial expert <i>(defined as having knowledge of generally accepted accounting principles, preparing or auditing financial statements, applying accounting principles and internal controls)?</i>				
24) Documents discussion and approval of executive management compensation and benefits in board or committee minutes on an annual basis?				
25) Has a strategic plan that has been developed/updated in the last five years?				
26) Has formally adopted a code of ethics for both staff and volunteers?				

All information on this checklist and provided within the 2022 GMAUW application is accurate, to the best of my knowledge.

Board Chair's Signature: _____

Date: _____

Agency Director's Signature: _____

Date: _____

(Please scan & email this document to elizabethh@mankatounitedway.org or mail to Greater Mankato Area United Way, Attn: Elizabeth Harstad, 127 S. Second St. #190, Mankato, MN 56001).