

Organization/Financial Review Information Checklist

Due 1.10.18



United Way of Central Illinois

For non profits and fiscal agents:

- ACH Form (If applicable)
- Signed Counter Terrorism Compliance Form
- IRS determination letter
- List of Board of Directors with personal contact information
- Bylaws with the date of board approval
- Signed IRS 990 and Most recent audit (or document complying with the breakdown below) and management letter (if applicable)
 - **Total revenues of less than \$50,000** – internally prepared financial statements consisting of a balance sheet and an income/expense statement, verification that 990-N postcard was filed
 - **Total revenues of \$50,000 to \$199,999** – *Signed copy of IRS form 990EZ and compiled financial statements issued by an independent certified or licensed accountant
 - **Total revenues of \$200,000 - \$299,000** – *Signed copy of IRS form 990 and reviewed financial statements (with full-disclosures) issued by an independent certified or licensed accountant
 - **Total revenues of over \$300,000** – *Signed copy of IRS form 990 and audited financial statements (with full-disclosures) issued by an independent certified or licensed accountant
 - *If filed electronically, please submit the signed e-file authorization form with the organization's 990 as evidence of signature.

Additional documentation for fiscal agents:

- Signed letter, MOU, or MOA stating how the organization serving as fiscal agent intends on supporting the applying organization/program.