

SUMMARY OF INFORMATION COLLECTED BY THE ACCOUNTABILITY WIZARDSM

The following is a summary of the questions used in the Accountability Wizard's review. Please note that these short summaries are intended only to help you prepare to use the Accountability Wizard. Also note that educational content, links, and other tools to help you learn more about accountability issues accompany the following questions in the Wizard. The additional content is not seen in this brief summary but, it is one of the most important features of the Accountability Wizard. The Wizard not only confirms your commitment to accountability, it makes it easier to maintain it.

Mission Statement: What is your mission?

Nonprofit Laws: Are you complying with key state and federal laws governing nonprofits? A short chart with explanations of a few important regulations guides you through these questions.

Soliciting Charitable Funds: Does your organization solicit charitable funds in Minnesota and is it current in its state filing requirements? Does your organization solicit charitable funds in other states?

Display of Charity Status: Are your federal forms proving tax-exemption easily available to the public?

Major Programs (990): You will enter program summaries and accomplishments from the IRS 990 tax form. Are these activities consistent with the organization's original purpose?

Annual Report: Does your organization publish a complete annual report either as a stand-alone publication or as part of another publication such as a newsletter? If not how are program and financial information and other organization information provided to the public? Does the annual report include your mission, program activities, program accomplishments, and the geographic area you serve? Does the report include the total cost of each major program to the extent required in the IRS Form 990? Also you will enter program and expense information from your annual report.

Audit: Has your organization had, during any of its previous two fiscal years, gross income in excess of \$350,000? Has your organization had its financial records audited by an independent professional auditor within the previous two years? Were there any problems identified in the audit or was your organization's audit declared "clean" or "unqualified"? Also you will enter program expense information as it is provided in the audit.



Board Resolution: The Council requests that your board of directors approve a resolution affirming your organization's commitment to the Council's Accountability standards. The text of the resolution is available for download and the resolution can be reviewed and approved after completing the Wizard.

Board Meetings Information: You will enter board meeting attendance information in a chart. How many voting board members are on your organization's board and how many are needed for quorum?

Strategic Plan: Does your organization have a strategic plan? Has it been in existence more than four years without being updated?

Conflict of Interest Policy: Do you have a detailed Conflict of Interest Policy?

Board/Staff Positions: How many staff members of your organization serve as a voting member of the board? You will enter term information for your board.

IRS Form 990 Financial Information: Using the Wizard's charts, supply financial information from three years of 990s including – summary income/expense, functional expense, and net assets. Each question contains a numbered line reference from your 990 so that it is easy to fill in.

Budget Deficits: Has your organization had a budget deficit for three consecutive years?

Board Oversight: When did the board of directors approve your organization's budget for the current fiscal year? Has your organization's full board received quarterly financial reports that compare actual to budgeted revenue and expenses?

Fundraising: Answer questions to verify that your organization's fundraising materials meet donors' needs for clear program descriptions, organizational information, and reporting the extent to which their donation would be tax deductible.

Voluntary Giving: Does your organization have a discontinue contact policy?

Soliciting Practices: Has your organization contracted with one or more professional fundraisers in the last 12 months to solicit funds in Minnesota on behalf of your organization?

Donated Goods and Automobile Donations: This section is used to collect information about whether your organization is prepared to accept donated goods of different kinds and automobiles. The information is included as part of your final report posted on-line. It is posted as a service to you and potential donors and is not part of the Accountability review.

Organization Information: This information is collected to help donors learn more about your organization.