



2019-2020 Out 2 Learn – Fall/Spring RFP Process

Organizational Review Checklist

In order to be eligible to receive support through the 2019 Education Collaborative Summer Grant funding process agencies must have undergone United Way's organizational review within the past year. This applies only to agencies who are not United Way of Greater Houston affiliates. For agencies who have not submitted organizational review materials through another grant application process, we have compiled a checklist of the United Way organizational review requirements.

Required Materials:

- ✓ IRS letter stating tax-exempt status
- ✓ Board of Directors roster
- ✓ Board of Directors attendance record for most recent 12-month period
- ✓ Fiscal year 2019 Budget
- ✓ Agency's Year End Financial statements for fiscal year 2018 (for agencies whose fiscal year ends on December 31st, the 2017 audit may be submitted if the 2018 audit is not yet completed). Financial statements must be audited or reviewed by an independent C.P.A.* (Statement of Financial Position, Revenues/Expenses Statement and Statement of Cash Flows)
- ✓ Most recent interim financial statements for fiscal year 2019 (balance sheet and income statement)
- ✓ IRS Form 990 for fiscal year 2018 or most current Form 990
- ✓ Patriot Act Compliance Form

*If the agency's annual operating budget is greater than \$500,000 statements must be audited by an independent Certified Public Accountant. If the agency's annual operating budget is less than \$500,000, statements can be reviewed by a Certified Public Accountant.