



# WEST TEXAS CHARITY REVIEW

"A program of Better Business Bureau of the South Plains, Inc."

3333 66<sup>th</sup> St.

Lubbock TX 79413

806.763.0459 \* 1.800.687.7890 \* 806.744.9748 fax

email: info@charitiesofwesttexas.org

## NON-PROFIT QUESTIONNAIRE

Name, address and telephone number(s) of organization:

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Phone(s): \_\_\_\_\_

Fax: \_\_\_\_\_

Other names used OR formerly used:

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Name and title of contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide the requested information/answers and attach copies, if appropriate, to the following:

### Governance and Oversight

1. Board of Directors
  - Regular appraisals of CEO's performance
  - Board-approved budget
  - Conflict of interest policy
  - Independent accountant review/audit
2. Number of voting Board members
3. Number of full Board meetings annually
4. Number of directly or indirectly-compensated person(s) serving as voting member(s) of the Board
5. Did any Board member or paid staff have material interests with organization from any relationship or business affiliation?

***Proofs of compliance for Governance & Oversight:***

*List of complete Board of Directors indicating whether or not they are a voting member; directly or indirectly-compensated; attendance at meetings; and/or material interests with organization.*

*Copy of Minutes indicating CEO's performance had been reviewed*

*Copy of Conflict of Interest policy and copy of Minutes indicating Board has reviewed.*

*Copy of independent accountant's annual review or audit*

**Measure Effectiveness**

6. Board policy measuring organization's performance and effectiveness

7. Copy of report to Board outlining results of above policy

***Proofs of Compliance for Measuring Effectiveness:***

*Copy of report to Board and Minutes indicating organization's performance and effectiveness has been reviewed by Board*

**Finances**

8. Total spent on program activities during last year

9. Total spent on related contributions (donations, legacies and other gifts received as a result of fund raising efforts)

10. Total unrestricted net assets available for use

11. Complete annual financial statements prepared in accordance with generally accepted accounting principles. If over \$250,000, a complete audit is done.

If annual gross income is less than \$250,000, a review by a CPA is sufficient to meet this standard

If annual gross income is less than \$100,000 an internally produced, complete financial statement is sufficient to meet this standard

12. A complete breakdown of expenses on financial report(s)

13. Report of charity's expenses including any joint costs allocations

14. Board-approved annual budget for current fiscal year

***Proofs of Compliance of Finances:***

***See also - Governance & Oversight above***

*Copy of latest Financial Statements provided to the Board for review*

*Copy of the Budget and Minutes indicating Board has approved it*

## Fund Raising and Informational Materials

15. Accurate solicitations and informational materials (include a clear description of programs)
16. An annual report, including
  - Mission statement
  - Summary of past year's program accomplishments
  - Roster of officers and members of the Board
  - Financial information, which includes
    - Total income in the past fiscal year
    - Expenses in the same program, fund raising & administrative categories as in the financial statements
    - Ending net assets
17. Web Sites, if applicable, that solicit contributions must contain the same information as above as well as mailing address of the charity and electronic access to its most recent IRS Form 990.
  - a) Address privacy concerns of donors which include providing in written appeals, annually, a means for donors to indicate if they do not want their name and address(es) shared outside the organization;
  - b) providing a clear, prominent, easily-accessible privacy policy
  - c) Clear disclosure of how the charity benefits from the sale of products or services
  - d) the actual or anticipated portion of the purchase price that will benefit the charity
  - e) the duration of the campaign
  - f) any maximum or guaranteed minimum contribution
- 18 Responds to and acts promptly on complaints

### ***Proofs of Compliance of Fund Raising & Informational Materials:***

*Copies of any solicitations or informational brochures used within the past year*

*Copy of Annual Report*

*Website Address, if applicable:* \_\_\_\_\_

*Email Address, if applicable:* \_\_\_\_\_

*Copy of published Privacy Policy*

*Copy of contract(s)/agreement(s) with professional fund raising firms*

**Additional Information or Copies needed:**

- Roster of advisory committee(s), if applicable
- Copy of registration with City where soliciting, if required
- # of paid employees \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note:** If you wish to register your local charity with BBB, please print this questionnaire; complete the information requested and mail it along with supporting documentation to the address below. If your organization is soliciting within the City of Lubbock, you must register separately with the City of Lubbock by calling them at 806.775.2028. Thank you!