



## Board of Directors United Way of Story County Partner Agency Audit Policy

The purpose of this policy shall be to assist in determining fiscal stability of United Way of Story County (UWSC) partner agencies and to identify potential financial issues as early as possible.

Partner agencies with budgets of \$250,000 or more shall conduct full annual audits utilizing independent public accountants. Audit reports must be prepared using comparative financial statements, with an exception for those partner agencies with the first year of an operating budget of \$250,000 or greater. Audits shall be submitted to UWSC within six months following the end of the fiscal year being audited. IRS Form 990's shall also be submitted to UWSC within six months following the end of the fiscal year. For those partner agencies that are funded through the ASSET process, the copy of the audit and IRS Form 990 should be sent directly to the ASSET Administrative Assistant who will then distribute the information to UWSC and other funders.

Partner agencies with budgets less than \$250,000 shall submit their IRS Form 990's and balance sheets prepared externally and independently to UWSC within six months following the end of the fiscal year.

If an agency audit or IRS Form 990 is not submitted within six months following the end of the fiscal year monthly allocation payments will be withheld until the audit and/or IRS Form 990 is submitted.

Members of the UWSC Finance Committee shall review each audit utilizing the most recent Partner Agency Audit Checklist. Finance Committee members shall return the reviewed Checklists to the UWSC President and CEO (P/CEO) or Finance Director (FD) for filing. The FD and P/CEO shall review the Checklists and determine if any significant issues have been identified and, if so, shall communicate the issues with the Executive Committee and Board of Directors to determine next steps. Possible next steps could include, but are not limited to, a hold on future UWSC financial support until the issues have been corrected and resolved. If applicable, the P/CEO shall bring the issues to the attention of the other ASSET funders.

UWSC shall keep partner agency audits on file for at least three years.



United Way of Story County

## Board of Directors Partner Agency Audit Checklist

Agency Name \_\_\_\_\_

Agency Contact Name \_\_\_\_\_

Agency Contact Information \_\_\_\_\_

Audit Covers What Dates \_\_\_\_\_

UWSC Contact Doing Review \_\_\_\_\_ Date of Review \_\_\_\_\_

### Checklist

Following Generally Accepted Accounting Principles (GAAP)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Using accrual-based accounting? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is the change in total assets from the end of the previous audited year compared to the current audited year?

What is the change in cash position from the end of the previous audited year compared to the audited year?

Has the auditor included any significant notes?

Is the audit unqualified? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, why not?

What is the recommended plan of action?