

Checklist for Annual Review of Private Organization Files:

I. Constitutions/Bylaws (templates on <http://www.fairchildfun.com/privateorg.html>):

- a. If there has been a change in the purpose, function, or membership eligibility since the last annual review please send us a revised constitution reflecting these changes.
- b. Constitutions/Bylaws must also be reviewed every two years regardless of any changes mentioned above. We will be reviewing the files and contact your PO if it has been two years since the last review.

II. Financial Statements (samples of the following items can be found in the PO Guide):

- a. Each Private Organization must submit an annual income and expense statement.
- b. POs must also submit a balance sheet that accounts for total assets, liabilities and net worth (equity) of the PO's financial condition on a given date.
- c. Depending on annual income, POs must also undergo audits and financial reviews at the PO's own expense. Type of reviews depends on income, as follows:
 - i. **PO's gross annual income \$250,000 or more:** Certified Public Accountant (CPA) must perform annual audit; *PO must submit proof that audit conducted;*
 - ii. **PO's annual income between \$100,000 and \$249,999.99:** Accountants (CPA not required) must perform annual financial review; *PO must submit Accountant's written verification of the accounting data and other relevant information;*
 - iii. **PO's annual income between \$5,000.01 and \$99,999.99:** no independent audit or financial review required, BUT *must submit annual financial statement* as outlined in PO guide;
 - iv. **PO's annual income \$5,000 or less:** *financial review need not be submitted, BUT keep records and documentation in case audited; POs may be audited if there are signs of fraud or other improprieties.*

III. Liability Insurance:

- a. Every PO must have either liability insurance or an insurance waiver on file (available if PO only engages in activities with negligible risks)
- b. Even if a PO has an insurance waiver, insurance is required if conducting ANY activity that has more than negligible risk of injury.

IV. Points of Contacts:

- a. Each PO must submit a current list of officers and all relevant points of contacts.

V. Tax Exemption Status (if applicable):

- a. POs must submit proof of Tax Exempt Approval from IRS (if applicable)