

# 2011 - 2012 Community Impact Fund Agency Management Administration Form



## Agency Administration

1. United Way Upcoming Fiscal Year (July – June) 2011-2012
2. Do you certify that the Internal Revenue Service recognizes the organization named in this application as tax-exempt under 26 U.S.C. 501(c)(3) and to which contributions are tax deductible pursuant to 26 U.S.C. 170? Yes/No
3. Is the organization registered with the Georgia Office of the Secretary of State? Yes/No
4. Does an unaffiliated, licensed CPA perform an audit, review, or compilation of the agency's financial statements based on the requirements of the United Way? (Requirements are based on your agency's revenue level - Audit: Revenue of \$500,000; Review: Revenue of \$250,000 to \$499,999; Compilation: Revenue of \$100,000 to \$249,999;) Yes/No
5. What is the accounting method used: Cash or Accrual
6. How many years has the agency been in operation
7. Agency Fiscal Year
8. How many months have passed in the agency's current fiscal year? (For example, if the agency is on a July – June fiscal year, 9 months have passed).
9. Is the agency in compliance with all debt covenants, including current on all debt payments? Yes/No
  - a. If no, please list the debt covenant(s) the agency is not in compliance with and describe the plan to become compliant.
10. List any conditions or recommendations included in either of the last two audit reports received, management comment letters, or other correspondence from the agency's auditor.
11. Does the Board review and approve the annual operating and capital budget?
12. Does the Board routinely receive and review copies of the agency's financial status? (For example, the Board receives the agency's financial statements.) Yes/No
13. If yes, how many times during the fiscal year are the financial statements or information on the agency's financial status reported to the Board?
14. Is there a member on the Board which has finance or accounting background? Yes/No
15. Has the agency showed a deficit in any of the last 2 completed fiscal years? Yes/ No
  - a. If yes, how has the agency addressed the issue or what is the strategy to address the issue?
16. How much money does your organization keep in its reserve (rainy day) fund?

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17. Has your organization seen a fluctuation in the account receivables over the last 3 months?  
Yes No  
a. If yes, please describe the situation and include sources & amounts (pending v. actual)
18. Is the agency accredited, certified, or affiliated with any state or national organization?  
Yes/No.  
a. If "yes", please indicate by whom and describe the nature of this relationship/certification
19. Is the agency licensed by any local or state organizations? Yes/No
20. Does the agency have a policy regarding protection of client information? Yes No
21. Does the agency have a policy for client and/or employee grievance? Yes/No  
a. If "no" please provide plan for compliance and date to be completed: Provide the organizations' plan & date to have a grievance policy/process in place.
22. For agencies that serve Children (birth -5) please select the agency type: Child Care Facility  
Family Support Center
23. Does the agency has a strategic plan 3 years or beyond approved by the Board?
24. What years does the plan cover: Starts in:\_\_\_\_\_ Ends in:\_\_\_\_\_
25. Provide a brief overview of the agency's current strategic plan--the goals and timelines identified and the core strategies that will drive towards those goals.
26. Provide two examples of how the strategy plan is considered in planning programs, decision-making or other day-to-day activities
27. Provide two examples of the strengths of the current agency leaders with specific attention to one or more of the following areas: extensive and varied experience in nonprofit management, innovative thinking, or comprehensive knowledge of the field.

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**Agency Income & Expenses**

List the time period of the financial information entered (For example, if the agency's fiscal year is July - June and the Current Fiscal Year to date Financial information to be entered in covers the period July. - Feb., enter: July. - Feb.):

Item	Last Fiscal Year Actual	Current Fiscal Year to Date	Next Fiscal Year Projection
<b>Income</b>			
Client Fees	\$	\$	\$
Grants – Federal	\$	\$	\$
Grants – State	\$	\$	\$
Grants - County	\$	\$	\$
Grants - City			
Grants – Other (e.g. Foundations, etc.)	\$	\$	\$
UWMA – Impact Fund	\$	\$	\$
UWMA – Initiative Funding			
UWMA – Specific Care Designation			
Individual Contributions	\$	\$	\$
Business/Corporations			
Investment Income	\$	\$	\$
Other	\$	\$	\$
<b>TOTAL INCOME</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Expenditures</b>			
Salaries	\$	\$	\$
Benefits	\$	\$	\$
Supplies			
Rent/Utilities			
Equipment	\$	\$	\$
Other:	\$	\$	\$
Depreciation:			
	\$	\$	\$
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Total Expenses excluding Depreciation			
<b>Impact Fund % Agency Funding</b>			

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## **Balance Sheet**

Please enter information from the agency's financial statements in the following section. To complete the sections, it is helpful to have the following financial statements and schedules handy:

- Consolidated Statement of Financial Position ("Balance Sheet")
- Consolidated Statement of Operations ("Income Statement")
- Schedule of Functional Expenses by Program

You will need information for the following periods: Last Fiscal Year, Current Fiscal Year to Date, and Next Fiscal Year Budget.

<b>You will need information for the following periods: Last Fiscal Year, Current Fiscal Year to Date, and Next Fiscal Year Budget</b>
<b><u>Last Fiscal Year Financial Information</u></b>
Cash & Cash Equivalents
Property, Plant, & Equipment, net of accumulated depreciation
Total Assets
Total Current Liabilities
Total Long Term Debt
Total Liabilities
Unrestricted Net Assets
Temporarily Restricted Net Assets
Total Net Assets
Total Revenue
Total Management and General Expenses
Depreciation Expense
Interest Expense
Total Expenses
Net Assets Generated (also known as net income)
Total Principal Payments made on Long Term Debt

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<b><u>Current Fiscal Year-to-date Financial Information</u></b>
List the time period of the financial information entered (For example, if the agency's fiscal year is July - June and the Current Fiscal Year to date Financial information to be entered in covers the period July. - Feb., enter: July. - Feb.)
Cash & Cash Equivalents
Property, Plant, & Equipment, net of accumulated depreciation
Total Assets
Total Current Liabilities
Total Long Term Debt
Total Liabilities
Unrestricted Net Assets
Temporarily Restricted Net Assets
Total Net Assets
Total Revenue
Depreciation Expense
Interest Expense
Total Expenses
Net Assets Generated (also known as net income)
Total Principal Payments made on Long Term Debt

<b><u>Next Fiscal Year Budget Financial Information</u></b>
Total Revenue
Total Expenses
Net Assets Generated (also known as net income)

The following is a brief definition section for certain financial information requested:

**Cash & Cash Equivalents:**

Sum of cash and cash equivalents held by the company. Cash Equivalents are assets that are readily convertible into cash, such as money market holdings. In general, investments that mature within 3 months are cash equivalents. This number can be found on the Balance Sheet.

**Property, Plant & Equipment, net of accumulated depreciation:**

Also known as fixed assets. The amount entered into the application should be net of accumulated depreciation. This number can be found on the Balance Sheet.

**Total Current Liabilities:**

Sum of all of the liabilities (or obligations) of the agency that are due to be paid within the fiscal year. Examples of current liabilities include, but are not limited to, accounts payable and interest payable. This number can be found on the Balance Sheet or by summing all of the liability amounts on the Balance Sheet which meet the definition.

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### Total Long Term Debt:

Sum of all long term debt outstanding. Long term debt includes, but is not limited to mortgage loans, draws on lines of credit, or other bank loans. Long term is defined as debt that has a maturity date that is greater than 12 months. This number can be found on the Balance Sheet or by summing all of the liability amounts on the Balance Sheet which meet the definition.

### Unrestricted Net Assets:

The portion of Net Assets that is neither permanently restricted nor temporarily restricted by donor imposed restrictions. A "net assets" is similar to "Retained Earnings" found on a for-profit entity's Balance Sheet. This number can be found on the Balance Sheet.

### Temporarily Restricted Net Assets:

The portion of Net Assets that is temporarily restricted by donor imposed restrictions. Temporary restrictions can include, but are not limited to, donor imposed restrictions that either expire by time passing or are removed by actions of the agency. For example, a cash donation required to be spent on the purchase of a building would be categorized as "temporarily restricted net asset" until the building is purchased. This number can be found on the Balance Sheet.

### Total Revenue:

Total revenue generated during the year. This can include, but is not limited to public support, such as grants or donations or service revenue. This number can be found on the Income Statement.

### Total Management and General Expenses:

Expenses that relate to the management and administrative activities of the agency. (*Expenses that are not attributable to program services.*) Examples include but are not limited to general record keeping expenses, occupancy attributable to management staff, or printing costs attributable to management staff. Note that some expenses may be both program services and management/general. These expenses are allocated between the two categories. This number can be found on the Schedule of Functional Expenses.

### Interest Expense:

Total interest expense accrued on long term debt outstanding. (The amount should not be net of interest income earned.) This amount represents the interest that was accrued, regardless if it has been paid. This number can be found on the Income Statement.

### Net Assets Generated:

Net assets generated during the year. (*Also commonly referred to as Net Income*) This amount represents the income earned by the agency during the period. It is calculated as Total Revenue less Total Expenses. This number can be found on the Income Statement and may be listed as "Change in Net Assets".

### Total Principal Payments made on Long Term Debt:

Total principal payment made to the agency's lender(s) during the period. This number can be found on the Statement of Cash Flows.

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**Board Member Information**

	<b>Name</b>	<b>Role</b>	<b>Affiliation</b>	<b>Skill Set</b>	<b>Gender</b>	<b>Race</b>	<b># Yrs on the Board</b>
1							
2							
3							
4							

**Board Member – Race and Gender**

<b>Race</b>	<b>Asian</b>	<b>African American</b>	<b>Caucasian</b>	<b>Latino/Latina</b>	<b>Other Race</b>
Female					
Male					
<b>TOTAL</b>					

**Volunteer Management**

1. Do you currently engage volunteers in your work?
2. Are your volunteer opportunities ongoing, onetime special events, or by request?
3. Do you accept groups of volunteers? If so, what size group can you accommodate? What time slots do you offer group volunteer opportunities - during the week and/or weekend?
4. What tasks do you have for volunteers to do?
5. Do you have multiple locations for volunteer opportunities?
6. Do you accept youth volunteers? Volunteers with disabilities? Court-ordered volunteers?
7. Is training or orientation required for volunteers? Do you perform background checks on volunteers before they serve?
8. How do individuals and groups register to volunteer – call directly? Do you offer online sign up on your own site or online sign up through Hands On Atlanta and/or United Way’s websites?
9. Please provide the name and contact information for your volunteer coordinator, if not yourself.