

Requirements for Agency Support

Effective Date: January 1, 2020

Summary

The City of Goldsboro recognizes the significant role that non-profit agencies play in our community by providing services for the public. As such, the City is empowered by the constitution of the State of North Carolina to “contract with and appropriate money to any person, association, or corporation for accomplishment of public purposes only.” As such, the City partners with non-profit agencies in our community by contracting services for the public to ensure that the health, safety and welfare of our community is supported in as many avenues as possible.

Purpose

This policy guidance is provided to our non-profit agencies that are funded through the annual budget process to ensure that the non-profit agency understands the continued reporting requirements that will allow the City to justify that the funds are distributed and spent for the public purpose intended.

Requirements for Funding Over \$1,000 (G.S. §159-40)

Initial Application or Upon Change

- Signed Form W9
- Articles of Organization or Incorporation
- List of Board Members, Ex-Officio, Officers and Key Employees including contact information
- IRS 501(c)3 Status Letter

Annual or with Budget Application

- Form 990
- Audited Financial Statements
- Certificate of Insurance showing General Liability, Workman’s Compensation, and Auto Liability (If applicable) at the City’s minimum required thresholds (see memo on Insurance Requirements).

Quarterly

- Quarterly Financial Statements (Unaudited)

The City reserves the right to request further documentation in support of information submitted, including but not limited to accounting records, journals, ledgers, vouchers, receipts, cancelled checks, bank statements or other regulatory filings. Failure to comply with the requested items, may delay funding or possibly result in reduction of funding. Annual funding is subject to approval of the City Council and may be changed without notice during the budget year. Appropriations do not carry over year to year.

Agency agrees to provide the services as stated in the approved budget application. Agency understands that the City may conduct monitoring visits to substantiate the results of operations in accordance with the funding granted. Misuse or abuse of funding may result in termination of such funding, and repayment of funds must be made in full upon the City’s request.

Please sign below to acknowledge the entity’s understanding and acceptance of the policy requirements.

Agency Name

Agency Tax ID #

Signature

Name, Title

Date