

## SFSP Financial Viability, Capability, and Accountability Checklist of Documents

Sponsors are required to submit the following documents to support information detailed in the VCA Form:

Documents should be uploaded to the secure SharePoint site.

### **Section B: Organization Background and Eligibility:**

- IRS Tax Exempt Letter—Requirement for new Private Non-Profit Organizations
  - Religious organizations are exempt from this requirement, but SED may request documentation to support status.
- Certificate of assumed name(s) (if applicable)
- Certificate of Incorporation
- Bylaws
- Organizational Staff chart:
  - Staff job function category, i.e., Administration, Food Service, Monitor, etc.;
  - Staff type, i.e., employee (W-2), external contractor, volunteer/intern;
  - Salary/wage funding source, i.e., SFSP, General Fund, or other.
- Documentation to support on-going services provided to the community.
  - Organization’s brochures, pamphlets, articles that detail all year-round services.

### **Section C Performance Standard 1: Financial Viability**

- Outreach Plan
- Proof of NYS worker’s compensation and disability benefits coverage (if using SFSP funds to pay program staff.)

Submit one of the following:

*Note: SED may request additional documentation as needed to determine financial viability.*

- Audited financial statements performed by a Certified Public Accountant (CPA) in an independent audit conducted within the last two fiscal years; **or**
- Comprehensive financial statements for the organization’s most recently closed out fiscal year, to include the following:
  - **Balance Sheet** - assets, liabilities, equity
  - **Income Statement** -revenue, expenses, gains and losses
  - **Statement of cash flows** -operating activities, investing activities, and financing activities.
  - **Bank statements** for all account(s) in the name of the organization; **or**

- For organizations less than 12 months old, provide the following financial documentation for the time period organization has been operating:
  - **Balance Sheet** - assets, liabilities, equity
  - **Income Statement** -revenue, expenses, gains and losses
  - **Statement of cash flows** -operating activities, investing activities, and financing activities.
  - **Bank statements** for all account(s) in the name of the food organization for the amount of time for which the organization has a financial history.

#### **Section D: Performance Standard 2: Administrative Capability**

- Compensation Policy:
  - Position titles and job description;
  - Salary ranges and/or rates of pay;
  - Organization's plan and payment schedule for regular compensation, employment taxes, fringe benefits, overtime, compensatory time, holiday pay, awards, severance pay, and payroll tax withholding.
- Contract(s) for any private labor companies being used (if applicable)

#### **Section E: Performance Standard 3: Internal Controls for Program Accountability**

- Organization's Internal Controls
- Board Meeting Minutes from last three board meetings and projected dates for the upcoming fiscal year.