



United Way of Ocean County

## 2011 Required Annual Certification Documentation

### CHECKLIST OF DOCUMENTS TO BE ON FILE IN UNITED WAY OFFICE (The items listed below are also required for funding consideration)

- Current verification of the agency's tax exempt status.
- Annual certification of compliance with United Way's policy on nondiscrimination, due annually.
- Current Board of Directors roster with names, addresses, telephone numbers, and business affiliations.
- Audit and management letter, due annually three months after the close of the agency's fiscal year. Agencies will submit an original and one copy of the audit and management letter. *If the agency does not have copy available, date it will be sent to United Way office \_\_\_\_\_.*
- Most recently completed, signed IRS Form 990 or equivalent.
- Articles of Incorporation and Bylaws, in the event that there are changes.