

Lower Saucon Township

501 C 3 Annual Reports

*At the April 20, 2016 Council meeting, Council requested a format in which all 501 C 3 entities **who request monetary donation support** from Lower Saucon Township Council submit paperwork to make available to our residents (unless otherwise prohibited).*

It is our intent to make this process easy for you and supply Council with much needed information regarding your non-profit organization.

For requests for funding, groups shall submit dollar amount and intended use of funds to the Finance Department for budget consideration. If approved, the following documentation would be required before the issuance. Groups requesting \$500.00 or less are exempt from this policy.

Check List –Community Groups and Historical Societies

	Form 1023 or 1024 – IRS notice of status
	Form 990 or equivalent
	Annual Report/Annual Finance Reports
	Organizations Officers
	Current year’s budget
	Clearances – if applicable



When people make donations to non-profits, they want to know that their money goes to good use. - Sam Simon

A healthy society rests on three pillars: business, government, and civil society, or non-profits. Each has a distinct and important role to play, and all three need to work together synergistically to create the most value for society. - John Mackey

The best way to find yourself is to lose yourself in the service of others.

-Mahatma Gandhi



www.ntfb.org/volunteer

Although the Township does not donate money to the local historical or community groups, there is information the Township will need to keep on file. The Historical groups lease buildings owned by the Township and, as owners, we will require the following information:

- Groups shall submit a copy of the organization's tax filings to the IRS when completed, Form 990 or the equivalent.
- Annual reports are required from Board of Directors for public inspection. Reports shall contain the financial condition of your organization. Council requests a copy of your Annual Report upon acceptance from your Board of Directors. This will not affect the funding amounts but if not received, will delay future funding allocations. It is important for the Township officials to understand your entities goals and how the Township may or, if they can, assist in achieving those goals.
- A listing of your Officers or Board of Directors
- Approved Budget shall consist of your projected revenues and expenses for the year.
- A list of your anticipated special events. Please remember Certificates of Insurance indemnifying the Township is required for each event. Please ensure event permits are provided to the Township within the required timeframe. We will be able assist in filing any paperwork with the Township. It is important for officials and staff to know ahead of time events scheduled as we can advise if there are problems, conflicts, or any requirements. Also, by knowing ahead of time, Township staff can help promote your event.
- If warranted, confirmation of clearances of people volunteering if there is any involvement with children.

Check List –Youth Sports

Form 1023 or 1024 – IRS notice of status
Form 990 or equivalent
Annual Report/ Annual Finance Reports
Organizations Officers
Current year’s budget
Clearances



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The Township does contribute funds to local youth sports groups in the Saucon Valley. Township Council is requesting the following information:

- Groups shall submit a copy of the organization's tax filings to the IRS when completed; form 990 or equivalent.
- Annual reports are required from Board of Directors and kept for public inspection. Reports shall contain the financial condition of your organization. Council requests that the Annual Report upon acceptance from your Board of Directors. This will not affect the current year's funding amounts but, if not received, will delay future funding allocations. It is important for the Township officials to understand your entities goals and how the Township may assist in achieving those goals.
- A listing of your Officers or Board of Directors
- Approved Budget shall consist of your projected revenues and expenses for the year. Council wishes to know what the funding is used for, maintenance of equipment, insurance, etc.?
- Field use application submission will include, field use (dates and times), responsible parties, certificates of insurance.
- Clearances. A blanket notice (sports teams). We would need a signed affidavit indicating that this information is available by your organization.

Check List –Volunteer Fire and Ambulance Companies

Form 1023 or 1024 – IRS notice of status
Form 990 or equivalent
Organizations Officers
Annual Report/ Annual Finance Reports
Current year's budget
Roster and Training records
Grant Submission Confirmation
Monthly Statement and Account Activity Submission



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The Township does contribute funds to local Volunteer Fire Departments in the Lower Saucon Township.

Pursuant to Section §1803 of the Second Class Township Code, Council may supply funding to the Fire Companies and the Fire Companies shall provide an annual report of the use of the appropriated funding. Township Council is requesting the following information:

- A listing of your Officers or Board of Directors
- Volunteer Fire Companies shall submit a copy of the organization’s tax filings to the IRS when completed; form 990 or equivalent.
- Annual reports are required from Fire Companies Boards shall be submitted and kept for public inspection. This shall include:
 - 1) Expense/Revenue report from the year prior and ending year fund balance
 - 2) Current year approved Department Budget
 - 3) Roster of volunteers
 - 4) Training Certification report
 - 5) Confirmation of grant submission of the VFCVASGP grant (due fall the previous year)
- * Resolution 34-2010
- **Funds provided by the Township shall be held in a separate bank account. Copies of transactions made on this account shall be provided to the Township monthly. This includes copies of invoices and canceled checks. No transferring of funds permitted. Funds shall be for Fire Department operations only.**

➤ Township Code silent on Fire Department Operations

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The Township does contribute funds to local Ambulance in Lower Saucon Township.

Pursuant to Section §1528 of the Second Class Township Code, Council may appropriate moneys towards ambulance and rescue and life- saving services and make contracts relating thereto. Township Council is requesting the following information:

- A listing of your Officers or Board of Directors
- The Ambulance Company (ies) shall submit a copy of the organization's tax filings to the IRS when completed; form 990 or equivalent.
- Annual reports are required from Ambulance Companies' Boards shall be submitted and kept for public inspection.
- Expense/Revenue report from the year prior and ending year fund balance.
- Current year approved Department Budget
- Copy of the bill and cancelled check for the expense Council appropriated money towards

➤ Township Code silent on Ambulance Operations