

### Financial Document Overview

The United Way of Greater Philadelphia and Southern NJ's (UWGPSNJ) board policy requires that the financial health of Core Impact partners be evaluated annually. As a result of this policy, applicant organizations are being asked to provide comparative financial statements for FY16 as an initial step in the FY19-21 application process. Additionally, Core Impact partners will be required to submit financial statements in accordance with applicable state law annually. The guidelines for non-profit organizations headquartered in Pennsylvania and New Jersey are outlined below:

#### **Pennsylvania:**

- In accordance with Pennsylvania law, applicants who receive annual contributions of over \$300,000 per year should submit an audited financial statement prepared by a CPA. An organization with annual contributions less than \$300,000 and at least \$100,000 must file a financial statement that is reviewed or audited by an independent CPA. A charitable organization with annual contributions less than \$100,000 and at least \$50,000 must have a compilation, review, or audit of its financial statements prepared by an independent CPA.

#### **New Jersey:**

- In accordance with New Jersey law, a charitable organization with total annual revenue of \$500,000 or above must submit an independent audit. For those with gross revenue between \$25,000 and less than \$500,000, the financial statements must be certified by the organization's president or other authorized officer. Organizations with annual contributions less than \$500,000 should also submit their previous fiscal year's 990.

#### **Submission Requirements:**

1. A comparative audit/financial statement reflecting the past two fiscal years; audits/financial statements that are not comparative must be submitted with a companion document reflecting the prior fiscal year;
2. If applicable, a management letter issued by the auditing firm, which details significant deficiencies or weaknesses;
3. ***An important note regarding audits:*** If an agency receives \$750,000 or more per year in Federal grant money, the organization is required to submit an A-133 audit. This audit will include an Internal Control Letter, which can take the place of the Management Letter.