

2016 CFC Application Completeness Review Local Federations

Charity List Name: _____

IRS Master File Name (if different): _____

5-Digit CFC Number: _____

Correct Application:

(2016 Local Federation Application)

All certifications checked (5 CFR §950.203(b))

Signature on Final Certification (5 CFR §950.203(b))

AFR in Application (Certification #6):

Yes No

____.____%

Attachment A (Spreadsheet of 15 or more members with CFC Nos., Legal Names, EINs, Addresses, AFRs, 25 Word Statement, NTEE Code, website address, phone number and can document their Substantial Presence in the Local Campaign Area) (5 CFR §950.303(c))

Does the number of members equal Certification 1?

Have the charities' 501(c)(3) status been verified through and updated in the OPM Charity Registry System?

Applications of All Members That Did Not Participate In the 2015 CFC Were Included With the Federation Application

IRS Determination Letter (Only 1 is required)

(5 CFR §950.202(b))

IRS Letter is for Applicant: (5 CFR §950.202(b))

If no, DBA Documentation Provided:

Group Exemption Letter: (CFC Memorandum 2006-22)

Bona-Fide Chapter/Affiliate Documentation:

(5 CFR §950.401(i))

Yes No N/A

IRS Letter and DBA Documentation for All Members

N/A (Federation in operation less than one year)

Audited Financial Statements (5 CFR §950.303(e)(2)(i))

Name Matches Legal Name or DBA:

Fiscal period ending on or after 6/30/14

(5 CFR §950.203(a)(2))

Audit Report on Letterhead w/Signature

(CFC Memo 2008-10)

Yes No

IRS Form 990

Full Version Pro forma version (see Statement 5 of the application)

If pro forma, does it includes Parts I, II, VII A, VIII, IX, and XII

Same fiscal period as audit: (5 CFR §950.203(a)(3))

Signed by an officer on page 1:(5 CFR §950.203(a)(3))

Yes No N/A

Board Information in Part VII (including comp.)

(5 CFR §950.203(a)(5))

Number of voting members on Page 1, Line 3 is equal to or less than the number of directors/trustees in Part VII:

(CFC Memo 2010-5)

The number of voting members on Page 1, Line 3 is _____

The number of director/trustees in Part VII is _____

Method of Accounting: Accrual Cash Other

Can be found on 990 Part XII, Line 1.

(Note: Only organizations with \$100,000 or more in total revenue are required to use the accrual method of accounting.)

Administrative and Fundraising Rate Calculated by LFCC: _____%

Add the amount in Part IX (Statement of Functional Expenses), Line 25, Column C (Management and General Expenses) to the amount in Line 25, Column D (Fundraising Expenses), and divide the sum by Part VIII (Statement of Revenue), Line 12, Column A (Total Revenue).

Board Information: Yes No

Individual terms of office (beginning/end dates)

(5 CFR §950.303(e)(2)(ii))

2015 Meeting dates/locations (5 CFR §950.303(e)(2)(ii))

Annual Report: Yes No

Covers a fiscal period that ended 6/30/13 or later:

(5 CFR §950.303(e)(2)(iii))

Identifies Board: (5 CFR §950.303(e)(2)(iii))

Identifies chief administrative personnel:

(5 CFR §950.303(e)(2)(iii))

Describes organization's activities during year of report:

(5 CFR §950.303(e)(2)(iii))

Describes federation's dues/fees structure:

(5 CFR §950.303(e)(2)(iii))

Comments:

Reviewer Name

Date

Date of Email Requesting Missing Information: _____ **Initials** _____

Comments:

Deadline for Submission of Missing Information: _____

Receipt of Missing Information: _____