

The Taylor Foundation

FISCAL REQUIREMENTS FORM C THE TAYLOR FOUNDATION GRANT RECIPIENTS

- A. All grants are contingent on funds appropriated by the Taylor Foundation.
- B. The grant recipient must follow these generally accepted accounting principles in maintaining accurate, current and complete records, which must be satisfactory and agreeable to the Taylor Foundation, and the grant recipient must agree to have adequate internal controls to assure protection of all assets:
- The organization's books and bank statements are reconciled monthly. Expenditures of organization funds are subject to a formal review and approval process.
 - The board of directors approves a formal annual budget. Substantial fixed asset purchases are capitalized and depreciated.
 - The organization has a system for documentation of expenditures (that includes original documents from vendors/providers that goods and services were delivered and paid for).
 - The grant recipient must agree to retain all records supporting the disbursement of funds for a period of five(5) years; and must agree to keep bank accounts records for a period of five (5) years.
- C. After payment is received:
- During the funded year, the grant recipient shall permit any Taylor Foundation authorized representative to inspect all work, materials, payrolls, records and other data with regard to the organization's operations and to audit the books, records and accounts of the recipient organization at the Foundation's discretion.
 - At the end of the funded year, the grant recipient shall provide a completed End of Year Audited Statement to reflect the organization's cash position of the end of the year in which the organization received grant funding. The form should be submitted to the Foundation Executive Director.

Failure to comply with any of these requirements may result in suspension of current funding and/or elimination of future funding.

Acknowledged by: _____

Title: _____

Signature: _____

Date: _____