



Main Street Basics: Organizational Checklist

NC Charitable Solicitation License:

Any organization that intends to directly solicit contributions in North Carolina must first obtain a license from the NC Secretary of State if they are raising more than \$25,000 in a calendar year.

- ◆ Organizations must renew their license each year within 5.5 months following the close of the fiscal year in order to maintain licensed status.
- ◆ For more information: Contact the NC Secretary of State Charitable Solicitation Licensing Division: <http://www.secretary.state.nc.us/csl>

Filing Nonprofit Tax Returns: *All nonprofits with annual gross receipts of more than \$25,000 must file Form 990 within 5.5 months after the close of each fiscal year. All nonprofits with annual gross receipts of less than \$25,000 must file an E-Postcard annually. Forms are available at <http://www.irs.gov/charities/index.html>*

D-U-N-S Number: *The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Some Grants require a D-U-N-S number. Forms: http://www.dnb.com/US/duns_update*

REGULARY Back-up copies of your organization's operating documents and all important documents such as financials, property inventories, minutes: *You should have both a hard copy and electronic back-up) of all of your important organizational documents. House one of the back-ups in a safe, OFF-SITE location in the event of a theft or manmade/natural disaster.*

- ◆ Learn more about starting or operating a nonprofit corporation.
- ◆ <http://www.secretary.state.nc.us/corporations>
- ◆ [http://www.ncnonprofits.org/faq/HowToStartA501\(c\)\(3\)Nonprofit.pdf](http://www.ncnonprofits.org/faq/HowToStartA501(c)(3)Nonprofit.pdf)

Nonprofit Policies: *A nonprofit organization must establish policies that serve as the rules of operation.*

Conflict of Interest Policy for Board

Members: *A policy, as recommended by the IRS, designed to protect the interest of the organization when it is considering entering into a trans-*

action or business arrangement that could benefit private interests of an officer or director of the Corporation

- ◆ North Carolina Main Street recommends a separate document signed by board members, kept on file and made current as new board members cycle onto the board.

Personnel Policy for Staff: *A policy intended to outline the procedures for managing the human relations work of nonprofits. (if downtown position is employed by the City, there would be a city personnel policy)*

- ◆ Should define the roles of the Board in relation to the staff.
- ◆ Equal Opportunity employment practices
- ◆ Performance Evaluation Policy
- ◆ Probationary Period
- ◆ Harassment Policy, Drug Free Workplace Policy/Conditions
- ◆ Grievance Procedures
- ◆ Termination Policy defines circumstances applying to either employee or employer for termination or resignation
- ◆ Compensation schedule, pay raises, salary deductions, longevity and bonus pay
- ◆ Benefits
- ◆ Attendance and Leave
- ◆ Educational Opportunities
- ◆ Travel and defined miscellaneous reimbursements
- ◆ Conflict of Interest Policy for staff

Fiscal Policy: *A policy intended to outline the procedures of managing the finances of the nonprofit. (If downtown program is managed through the City, there will be a City fiscal policy)*

- ◆ General statement about policies and procedures
- ◆ Segregation of Duties
- ◆ Budgets
- ◆ Cash Management
- ◆ Petty Cash
- ◆ Cash Receipts
- ◆ Contracts & Bids
- ◆ Purchasing
- ◆ Cash Disbursements – Non Payroll
- ◆ Cash Disbursements – Payroll
- ◆ Fixed Assets

- ◆ Inventory Management
- ◆ Financial Programs & Grants
- ◆ Donation of Materials, Facilities & Services
- ◆ Sales & Use Tax Paid
- ◆ Accrual Reporting
- ◆ Depreciation
- ◆ Close Out
- ◆ Tax Compliance
- ◆ Programs & Events

Organizational Committee Purpose & Roles

Organization means getting everyone working toward the same goal. The tough work of building consensus and cooperation among the groups that have an important stake in the district can be eased by using the common-sense formula of a volunteer-driven program and an organizational structure of board and committees. Simply put: *Building human and financial resources, through public/private partnerships to achieve a common vision.*

Organizational Committee's Major Area of Responsibilities are:

- ♦ Raise money for projects & administration, from donations and sponsorships
- ♦ Managing staff & volunteers by recruiting people, supervising them & rewarding good work
- ♦ Promoting the program to downtown interests & the public
- ♦ Managing finances by developing good accounting procedures

As an Organization Committee Member: Organization committee will see that a concrete work plan gets approved and adopted and will pull together resources and complete the projects. This committee sets the organization's direction, and is responsible for ensuring the work plan is implemented. The remaining committees implement their committee's actions or projects with oversight from the Organization Committee. ***Meets monthly.***

Areas of organizational responsibilities can include: producing the organizational newsletter (e-news), training volunteers, and managing the organizational financial system. While just about anyone with time and a sincere interest should be welcomed to serve on your committee, remember that a productive and effective Organization member:

- ♦ Has a genuine desire to serve on the committee
- ♦ Expresses self clearly, yet eagerly

exchanges ideas with others

- ♦ Keeps an open mind about new ideas
- ♦ Thinks about the "big picture, yet also concentrates on the details
- ♦ Knows when to be decisive and come to closure
- ♦ Cooperates willingly in a team effort
- ♦ Stays focused on the task at hand
- ♦ Has a basic understanding of the economic circumstances of small retailers
- ♦ Rolls up sleeves willingly and pitches in to do the committee's work
- ♦ Has skills or interest in finance, volunteer development, or fund-raising; and
- ♦ Carries out plans and projects in timely and professional manner

Who serves on the Organization Committee? Likely candidates are:

- ♦ Merchants
- ♦ Property owners
- ♦ Residents/downtown residents
- ♦ Civic group volunteers
- ♦ Accountants
- ♦ Media representatives
- ♦ Volunteer specialists
- ♦ Attorney
- ♦ Chamber of Commerce Representative
- ♦ Tourism Development Authority Representative

Expectations for a Committee Member:

- ♦ Commit to at least one year of service typically two to three years
- ♦ Work 3 to 5 hours a month
- ♦ Attend all training sessions
- ♦ Read selected orientation materials
- ♦ Learn the Main Street approach

- ♦ Recruit/orient new members
- ♦ Prepare in advance for meetings
- ♦ Cooperatively draft an annual plan
- ♦ Take responsibility for projects
- ♦ Tell your downtown story and;
- ♦ Always represent the organization positively to the public

Expectations for a Committee Chair

At a minimum a chair should expect to:

- ♦ Commit to at least one year of service
- ♦ Work 5-8 hours a month in committee
- ♦ Teach others the Main Street approach
- ♦ Recruit and orient committee members
- ♦ Organize the committee's work plan
- ♦ Call and run committee meetings
- ♦ Delegate tasks to responsible members
- ♦ Take responsibility for committee results
- ♦ Appoint and oversee any subcommittees
- ♦ Represent the committee to the board
- ♦ Report on board or advisory committee issues to the committee
- ♦ Manage and reward volunteers' efforts and
- ♦ Remove oneself from office if any personal conflicts-of-interest arise.

This information was adapted from the National Trust Main Street Center's Organizational Committee Handbook.