

Performance Standard 1 - Financial Viability and Finance Management - continue

Yes No N/A

- 6. If you are a potential multi-site sponsoring organization, provide the geographic area covered. **(Complete only if you have multiple sites.)**
- 7. If you are a potential sponsoring organization of multiple sites, identify other sponsoring organizations in the area. Explain why your organization needs to provide services to these sites in an area when there are other sponsoring organizations already providing the SFSP in this geographic area.

Performance Standard 2 - Administrative Capability

The new institution must be administratively capable. Appropriate and effective management practices must be in effect to ensure the SFSP operates in accordance with this standard.

Yes No N/A

- 8. Have you or any of your institution's principals (including managers, officers, and all members of the board of directors) administered a Child Nutrition Program in the past seven years?
- 9. List the name(s) of the institutions that you currently or previously administered that participated in a Child Nutrition Program within the last 7 years.
- 10. Have you or any of the institution's principals been declared seriously deficient in the last seven years?
- 11. Have you or any of the institution's principals been disqualified from any federal program in the last seven years?

Performance Standard 3 - Program Accountability

New institutions must have internal controls and other management systems in effect to ensure fiscal accountability and to ensure the SFSP will operate in accordance with requirements.

Yes No N/A

- 12. What type of financial system do you use? **CHECK ONE ONLY**
 - Manual Records
 - Computer Program
- 13. How do you ensure the Generally Accepted Accounting Principles (GAAP) is followed?

- 14. Do you hire a Certified Public Accountant (CPA) to assist with year-end financial preparation and tax reporting?
- 15. Are your procedures and internal controls documented in a procedures manual?
- 16. Does your procedures manual include fiscal integrity and accountability for all SFSP receipts, disbursements, expenses, and assets?
- 17. Do you have safeguards and controls to prevent and detect improper financial activities by employees?

Governing Board of Directors – (Complete questions 18-24 only if public entity or federal tax-exempt not-for-profit organization)

For-profit Boards – For-profit sponsoring organizations are not required to have a board; the owner takes overall responsibility for the SFSP.

Developing an Appropriate Board of Directors – An acceptable Board consists of a majority of the members whose livelihood is independent from and who holds no personal fiscal interest in the institution's activities and who are not related to each other or to its personnel. Board members must recuse themselves from voting on decisions relating to their own compensation and that of immediate family members and financially related parties.

- 18. List the name and mailing address for each board member and officer. Identify and describe in detail the responsibilities and degree of involvement of the board of directors. **ATTACH DOCUMENTS.**
- 19. What is the length of a board member's term?

20. How are the board members selected and/or elected? Describe the criteria used when selecting board members.
21. What is the board's role in approving fiscal actions, policy decisions, and administrative issues such as salaries, large purchases, and personnel decisions?
22. Explain any relationships between board members and individuals involved in the operation of your organization's activities.
- a. How do you ensure board members do not have a conflict of interest (i.e. not financially interested in these activities)?
 - b. Are board members independent to personnel in the organization or to each other? If no, please explain.
23. How do you ensure board members are recruited from other areas in the community?

Yes No N/A

24. Will board members oversee the SFSP and be made aware of activities and allowable spending of federal funds?

Checklist – a complete Viability, Capability, and Accountability Profile includes:

- Completed VCA Profile (ISBE 69-51)
- A copy of the organization's most recent audit or financial statements, to include an income statement and balance sheet, prepared by an accountant (As instructed in #1)
- Additional attachments, when applicable, for questions #3, #4a, #4b, #18.

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Office of the Assistant Secretary for Civil Rights
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