THE VANNO VOICE

Virginia Network of Nonprofit Organizations (VANNO)
Providing affordable information, resources and advocacy for nonprofit organizations throughout Virginia.

Contents At-A-Glance

January 2008

Dear Deborah,

Happy New Year! We are pleased to bring you the January edition of the VANNO Voice -- your link to news and resources for Virginia's nonprofit sector! We encourage you to forward this valuable information to your colleagues, both inside your organization and throughout your community. You can also read past issues on the VANNO website at www.vanno.org.

Major Gifts: Finding the Perfect Donors

A no cost seminar! Learn a tested system to identify and cultivate donors who love your mission-donors who will give for operations, capital, and endowment. Find out how to grow your organization's visibility in the community and engage your board in the fundraising process without requiring that they ask for money. This entry-level workshop is designed for board members, executive directors, CEOs, and fund development professionals. By the end of this seminar you will have the fundamentals to embark on the path to sustainability and grow your major gifts programs year after year.

3 Locations:

Free Publication on Managing Contributions

Registration Open for Certification in Volunteer Administration

2008-Year of the Policy Manual, Guest Article

Publicize Your Training Events Here

Join Our List

Join Our Mailing List!

Wednesday, February 20
9:00 a.m. - 11:00 a.m.
William Byrd Community House
224 South Cherry Street, Richmond, VA 23220

Wednesday, February 20
3:00 P.M. - 5:00 P.M.
Pearl Bailey Library
2510 Wickham Ave, Newport News, VA 23607

Thursday, February 21
9:00 a.m. - 11:00 a.m.
Saint Patrick Catholic School
1000 Bolling Ave, Norfolk, VA 23508

To register, go to http://sforce.benevon.com/intros/southeast.htm. RSVP Required! Space is Limited. Questions: Contact Michelle Siderius 206-428-2152 or michelle.siderius@benevon.com.

VANNO Group Health Insurance Program--Toll-Free Telephone Number Available

Don't miss out on the cost-cutting benefit of VANNO's Group Health Insurance Program. To contact the Program's broker, Virginia nonprofits now have a toll-free number, 1-877-767-1479. VANNO will work with local brokers to help Virginia's nonprofits access participating providers and plans. For more information, contact:

R. David Dixon, RHU, HIA
VP, Group Benefits
Early, Cassidy and Schilling
301-948-5822 X136
Toll Free: 877-767-1479

IRS Releases Redesigned 2008 Form 990 for Tax-Exempt Organizations

The IRS has announced the release of a redesigned Form990, *Return of Organization Exempt from Income Tax*, the form that most public charities and other tax-exempt organizations are required to file annually. The 2008 Form 990 and background materials about the Form 990 redesign are available on the IRS Charities and Nonprofits Web site, www.irs.gov/charities/index.html.

The new form will be used for the 2008 tax year starting in 2009.

New I-9 Form Available

The U.S. Citizen and Immigration Service (USCIS) has announced that a revised Employment Eligibility Verification Forum (I-9) is now available. All employers are required to complete a Form I-9 for each employee hired in the U.S. Employers are encouraged to start using the revised Form I-9 immediately. Both the revised form and *Handbook for Employers, Instructions for Completing the Forum I-9* are available at www.uscis.gov.

Register for Free Citizen Legislative Tracking Service

In partnership with the General Assembly's Division of Legislative Automated Systems, DLAS, the Virginia.gov, is offering a free legislative tracking service. The new service allows users to track up to 5 bills in their profile. The new legislative tracking service is based on the popular Lobbyist-In-A-Box service which has been widely used by professional lobbyists and public entities for several years.

With this Legislative Tracking Service, users can:

- Create their own profile that organizes bills by subject or topical area by using search parameters (keywords, patrons, committees, subject, or code sections) that return a list from which you may select bills to add to your profiles.

- Elect to receive email notification when new bills are offered or changed.
- Utilize reporting features including a comma-delimited format and a composite view or capsule summary of their profile that shows each bill's common title, patron(s), committee assignment, and most recent action.

For access to the Legislative Tracking Service, please register at www.vipnet.org/liab/cgi-bin/liab_signup.cgi.

Data Available on Nonprofit Boards

BoardSource conducted its *Nonprofit Governance Index 2007* survey last May and June. Due to the impressive response from over 2,000 nonprofit leaders, BoardSource was able to gather candid opinions from a variety of voices and update baseline data on board composition, structures, oversight, and performance. To download the survey findings, visit: www.boardsource.org/UserFiles/File/Research/GovIndex-2007.pdf.

Study Finds Nonprofit Leaders More Effective than Corporate Heads

The Nonprofit Quarterly has released initial findings of a research study that reveals that nonprofit leaders may well be more effective than for-profit leaders. An article detailing this landmark study and its results is published in the winter issue. The study was conducted last year by Community Resource Exchange (CRE), in partnership with Performance Programs Inc. (PPI).

22,859 survey respondents assessed over 2,500 management leaders in the nonprofit and for-profit sectors. The results show that nonprofit leaders significantly outscore their for-profit counterparts across the board in 14 out of the 17 dimensions of leadership practices. These dimensions include persuasiveness, risk-taking, and demonstration of effectiveness and vision.

For more information on this study and for the complete results, visit www.nonprofitquarterly.org.

Best Practices for Contributions

A new publication from Clifton Gunderson examines the types of contributions to nonprofit organizations, restrictions that may be placed upon them, and how they should be treated in accounting and financial reporting. While not an exhaustive review, *Best Practices for Managing and Accounting for Contributions to Nonprofit Organizations* lays the groundwork for further dialogue, definitions, qualifications and, accounting methods. To get your free copy, email Wendy.Gugora@cliftoncpa.com.

REGISTRATION NOW OPEN for 2008 Professional Credentialing

Individuals seeking to earn their CVA (Certified in Volunteer Administration) credential in 2008 may now register. This unique, international, performance-based program, sponsored by the Council for Certification in Volunteer Administration, recognizes practitioners with at least 3 years of experience in the field of volunteer resources management. Registration for the next cycle will remain open until March 1, 2008. However, the earlier you sign up, the sooner you can receive your materials and begin the process. Candidates registering for this cycle will be expected to take the exam at local sites in May 2008, and will have until December 2008 to complete the written portfolio component. This is a self-study process, requiring no travel or special classes. For more information, visit the CCVA web site at www.cvacert.org.

Guest Article: 2008 - The Year of the Policy Manual

By Bob Harris, CAE and Eric Westover

2008 will be the year that policy manuals are taken from association and chamber shelves to undergo considerable updates. The catalyst is the IRS's redesigned Form 990. The form asks several questions about policy. You'll want to answer the questions affirmatively. For example, does the organization have a document retention and destruction policy in existence? And has a whistleblower policy has been adopted? Upon adoption, the place to store new policies is the organization's policy manual.

Remember that the purpose of policy is to interpret the broader governing documents, including the bylaws, articles of incorporation and purpose statement. The board adopts policy as reflected in the meeting minutes. Policies are transcribed from the minutes into the organization's policy manual.

Because of increasing scrutiny on nonprofit boards and their operations, the new IRS Form 990 added several questions about policies. Discuss these issues with your board. Through awareness of the issues and adoption of policies, the questions can be answered affirmatively in your next federal tax filing:

Record Retention. Does the organization have a written document retention and destruction policy? Contact a CPA and attorney to ask for suggested record retention schedules. Carefully review it and add documents particular to your organization, such as continuing education records or grievance records. Be sure to consider your state's laws.

Whistleblower. Does the organization have a written whistleblower policy? Adopt a policy statement that encourages both staff and volunteers to come forward with credible information on illegal practices, without retribution. The statement can also be included in a personnel manual.

Conflict of Interest. Does the organization have a written conflict of interest policy? Adopt a policy that asks individuals with a potential or real conflict to disclose it to the board prior to discussion and voting.

Audit and audit committee. Does the organization have an audit committee? A subgroup of the board can serve as the audit committee to work with the external audit and discuss processes with the board. The policy might indicate that the "finance committee also serves as the audit committee."

MeetingMinutes. Does the organization contemporaneously document the meetings of the governing body and related committees through the preparation of minutes or other similar documentation? While most organizations are careful to take good board meeting minutes, this IRS question may encourage a policy that all committees must keep meeting minutes.

Public Records. How do you make the following available to the public?

Organization/Governing Docs

Conflict of Interest Policy

Form 990

Form 990-T

Financial Statements

Audit Report

The new IRS Form promotes transparency. The board should consider what is legally required to be public and how it wants to promote transparency and disclosure to various audiences, i.e. members, non-members, unrelated parties, etc.

Summary

Policies are the wisdom of the board in setting best-practices for the future of the organization. The increased scrutiny on exempt organizations is a catalyst for updating the policy manual. Be sure to rely on legal and accounting counsel when adopting policy.

About the Authors: Bob Harris, CAE, is chairman of the NonProfitCenter.com (bob@rchcae.com) and offers a $39 manual on How to Write a Policy Manual, including 25 samples. Eric Westover is chairman of Not4profit Planning.com (Eric@not4profitplanning.com) and founder of UpperEx National Outreach Coalition.

Publicize Your Training Events Here

Remember to use VANNO's website calendar and monthly newsletter as a way to publicize training events you are offering. Many nonprofit staff and volunteers are willing to travel 1-2 hours in search of high quality professional development, so you may very well attract attendees from beyond your local community. Send your announcements to info@vanno.org, or call 804-565-9871.

Email: info@vanno.org
Phone: 804-565-9871
Web: www.vanno.org