



BBB® Serving Western Michigan
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There are a number of common challenges faced by nonprofits when they go through the Charity Process Review for meeting the *20 Standards of Charity Accountability*. Below are helpful tips that will help you meet the standards.

The following will help your organization immensely in the process:

- Make sure you have 5 voting board members
- Make sure you have at least three full board meetings annually, at spaced intervals
- Board chair can't be treasurer, and the treasurer can't be paid
- Have a board policy that addresses performance review of the CEO/Exec. Director (at least every two years, but most do it each year)
- Have a board policy that addresses performance of the organization (at least every two years, but most do it each year)
- Keep track of budget, knowing at the end of the year you will have to report Revenue, Expenses (total and broken down for Administration, Programming and Fundraising)
- Have a financial review including dollar amounts for: total revenue; total expenses; program accomplishments, fundraising, and administrative expenses; and ending net assets in the Annual Report – not percentages.
- Make sure that the required information, such as Annual Report, privacy information, and financial information is on the organization's website
- Your Annual Report should include all of the following for transparency: Mission Statement, roster of Board of Directors, summary of the past year's service accomplishments, total revenue of the past fiscal year, expenses by programs, fundraising and administration (must be dollar amounts, not percentages), ending net assets

You can find a full explanation of the BBB's *20 Standards for Charity Accountability* at <https://www.give.org/charity-landing-page/bbb-standards-for-charity-accountability>

If there is anything else you need, or any questions, please reach out to the BBB Serving Western Michigan, or jeannie@wm.bbb.org. We will do everything we can to help your organization meet the BBB standards!