



POLICY

Mental Health Greensboro embraces the values of accountability and transparency. Financial accountability and transparency are essential to preserving the trust that donors and grant-makers place in nonprofit organizations, as well as earning the trust of employees and creating a positive workplace culture. Board members must have access to financial information in order to fulfill their fiduciary duty to MHG.

PRINCIPLES AND PRACTICES

Mental Health Greensboro commits to the following principles and practices regarding financial transparency:

- Be honest in solicitation materials and truthful and clear in communications with donors about how their gifts will be or have been used.
- Adopt a conflict of interest policy with a disclosure statement that all board and staff review annually.
- Adopt an executive compensation policy to ensure that the full board is aware of, and approves, the compensation of the executive director.
- Ensure that the board of directors reviews timely financial reports and also reviews the IRS Form 990 prior to filing.
- Implement sound financial management policies including internal controls, to ensure accountability.
- Be clear about who is accountable for the nonprofit's expenditures by adopting expense policies, such as a travel expense reimbursement policy (requiring prior approval and limiting expenditures to what is reasonable.)
- Be candid about MHG's tax-exempt status on our website.
- Be candid about who is on the board of directors by publishing a list of names on MHG's website.
- Post financial information on MHG's website, such as a copy of the organization's most recent IRS Form 990, audited financial statements and annual report.
- Respond appropriately to requests for copies of financial reports, as required by the IRS public disclosure requirements.
- Maintain compliance with GuideStar Platinum Seal of Transparency reporting requirements.

RESPECTING DONOR INTENT

MHG has an ethical, legal and fiduciary responsibility to honor donors' intentions when giving. Honoring donor intent is essential to maintaining donor trust. In order to fulfill our commitment to donors regarding financial transparency, Mental Health Greensboro adopts the following guidelines:

- MHG will honor donor's intent regarding restricted gifts made for a specific purpose. Not all restricted gifts may be appropriate, and therefore may be respectfully declined. Restricted gifts for amounts greater than \$5,000 (other than event sponsorship) will require a written agreement describing how the gift is to be used. A verbal agreement with a donor to use the gift in a certain

way is also a restricted gift, and the verbal agreement should be documented for accounting purposes.

- Not all in-kind contributions may be appropriate, and therefore may be respectfully declined.
- Donor requests for anonymity will be honored.
- In accordance with the AFP Code of Ethical Principles and Standards, MHG will not compensate a fundraising or grantwriting professional on commission or based on a percentage of the money raised.
- MHG will adopt a written Gift Acceptance Policy to guide decisions by the Board and staff.

Adopted by MHG Board of Directors on December 19, 2018