

April 7, 2016

As in past years, the Neighborhood and Community Relations (NCR) Department is organizing audits, financial reviews, and year-end filings for funded neighborhood organizations.

In 2014, NCR added three new CPA firms to help with audit services. In addition to Mike Wilson and Associates, we are now also working with Abdo, Eick & Meyers; BWK Rogers, and CliftonLarsonAllen. This will provide more options and flexibility for neighborhood organizations, and help to complete audits more promptly. If your neighborhood organization is listed in the schedule below, we will contact you soon to begin scheduling one of these firms to work with you.

Annual Filings

These CPAs are available to assist neighborhood organizations with preparing the Federal IRS Form 990 and the Minnesota Charitable Organization Report forms, and these services can be included as part of an audit, financial review or Agreed Upon Procedure as well. Several neighborhood organizations simply need to file a 990N Electronic Postcard, which you can find at <https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard>.

2016 Financial Review Schedule

Financial reviews involve specific procedures that are agreed upon in advance by the NCR Director, auditor, and recipient. These procedures may include an evaluation of the organization's accounting practices, limited review of ledgers and source documents, and examination of procedures and records used to demonstrate compliance with NRP contracts. The following organizations are scheduled for a limited financial review in 2016:

- Citizens for a Loring Park Community
- Cleveland Neighborhood Association
- Elliot Park Neighborhood, Inc.
- Lyndale Neighborhood Association
- Nokomis East Neighborhood Association
- Phillips West Neighborhood Organization
- Powderhorn Park Neighborhood Association
- Shingle Creek Neighborhood Association
- Ventura Village
- Webber-Camden Neighborhood Organization
- Hale, Page, Diamond Lake Community Association
- Jordan Area Community Council
- Kingfield Neighborhood Association
- Fulton Neighborhood Association
- Victory Neighborhood Association

2016 Agreed Upon Procedures Schedule

Agreed Upon Procedures are a limited set of procedures that will vary from organization to organization, and may include tests, evaluations, or procedures, but does not provide an opinion. The Agreed Upon Procedures provide a snapshot of the organization's governance, accomplishments, record keeping, internal controls, filings, and compliance with specific contracts. The following organizations may receive Agreed Upon Procedures engagements in 2016:

- Armatage Neighborhood Association
- Bryant Neighborhood Organization
- Cedar Riverside NRP
- Corcoran Neighborhood Organization
- Downtown Minneapolis Neighborhood Association
- East Harriet Farmstead Neighborhood Association
- Heritage Park Neighborhood Association
- McKinley Community
- West Bank Community Coalition
- Prospect Park East River Road Improvement Association
- Holland Neighborhood Improvement Association
- St. Anthony West Neighborhood Organization
- Windom Park Citizens in Action
- Calhoun Area Residents Action Group

2016 Financial Operations Review

A Financial Operations Review is a new, informal, and proactive check-in with funded organizations to review how they are doing, give them feedback and an “accounting grade.” With some groups in transition, it may also include assisting them through the transition to help ensure continuity and stability. A Financial Operations Review may vary considerably from organization to organization.

- Bancroft Neighborhood Association
- Central Area Neighborhood Development Org.
- Columbia Park Neighborhood Association
- Concerned Citizens of Marshall Terrace
- Hawthorne Neighborhood Council
- Lind-Bohanon Neighborhood Association
- Lowry Hill Neighborhood Association
- Lynnhurst Neighborhood Association
- Nicollet Island - East Bank Neighborhood Association
- North Loop Neighborhood Association
- Southeast Como Improvement Association
- Audubon Neighborhood Association
- Bottineau Neighborhood Association
- East Calhoun Community Organization
- Kenny Neighborhood Association
- Logan Park Neighborhood Association
- Tangletown Neighborhood Association
- Windom Community Council

NCR covers the cost of providing these financial services to Minneapolis neighborhood groups. Your timely responses to the auditors will ensure that we will be able to continue this support long into the future. To help keep costs down, and to keep filings and audits on schedule for everyone, we encourage you to be prepared for your work with the auditors, and to respond promptly to their requests for documents and information.

If you have any questions, contact Robert Thompson at (612) 673-2523, or by email at robert.thompson@minneapolismn.gov. Thanks!