

1 **Policy Title:** Transparency of Expenditures of Public Funds

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3 **Brief Description:** Explanation of how the organization fully discloses its financials
4 **Effective:** 7/31/2019
5 **Approved by:** Visit Beloit Board of Directors
6 **Responsible Employee:** Executive Director
7 **Supersedes:** N/A
8 **Last Reviewed/Updated:** N/A
9 **Applies to:** Beloit Convention & Visitors Bureau, Inc. and Visit Beloit, Inc.
10 (501(C)(3) and 501(C)(6) Organizations)

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12 **Reason for Policy:** To comply with the Destination Marketing Accreditation Program standards

13 I. INTRODUCTION

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16 A. This policy is to enforce the public fiscal transparency of the Organizations in order
17 to strengthen its municipal agreements, stakeholder relationships, and board of
18 directors' decisions.

19 II. POLICY STATEMENT

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22 A. The Organization shall be committed to the following actions:
- 23 1. Be honest in solicitation materials and truthful and clear in communications
24 with municipalities, stakeholders, and donors about how their money will be
25 or has been used.
 - 26 2. Adopt a conflict of interest policy with a disclosure statement that all board
27 and staff review annually.
 - 28 3. Adopt an executive compensation policy to ensure that the full board is aware
29 of, and approves, the compensation of the executive director/CEO.
 - 30 4. Ensure that the board of directors' reviews quarterly and annual financial
31 reports and reviews the IRS Form 990 prior to filing.
 - 32 5. Adopt sound financial management policies, including internal controls, to
33 ensure accountability.
 - 34 6. Be clear about who is accountable for the nonprofit's expenditures by
35 adopting expense policies.
 - 36 7. Be transparent about the tax-exempt status of the nonprofit on the
37 organization's website.
 - 38 8. Publish who is on the board of directors by publishing a list of names on the
39 organization's website.
 - 40 9. Post financial information on the nonprofit's website, such as a copy of the
41 organization's past three years of IRS Form 990s, audited financial
42 statements, organization's application for tax-exempt status, and annual
43 reports, as applicable.
 - 44 10. Respond appropriately to requests for copies of financial reports, as required
45 by the IRS public disclosure requirements.
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47 **III. DEFINITIONS**

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49 A. IRS: Internal Revenue System

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51 **IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER**
52 **RESOURCES**

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54 A. Conflict of Interest Policy

55 B. Executive Compensation Policy

56 C. Accounting Policies and Procedures Manual

57 D. Financial Operating Reserve Policy

58 E. Records Retention Policy

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60 **V. HISTORY**

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62 A. Draft created on 6/19/19

63 B. Policy approved by board on 7/31/19