

Spero Partnership Questionnaire

General Background

1. What is your mission statement?
2. How long have you been doing what you do? Has there been a change in mission statement since the start of operations?
3. What is your operating budget?
4. How many employees are at the organization?
5. Is there a Board of Directors (or the equivalent) that oversees the organization? If so, who are they, what do they do and what level of activity does the board have?
6. Are minutes or agendas prepared in connection with these meetings?
7. Does the organization receive funds from agencies? (E.U., Country, state/province, city?) If so what are the reports that are required to be filed?

8. Have you contracted with an auditor/consultant in the past 2 years? Please describe in what way.
9. How do you obtain the resources/money to provide for the costs? (donations, grant funding, sales etc.)
10. How do you define success? Is this measured or how are you sure that your activities are successful?
11. Who has access to the banking account?
12. Is an accounting system used? If so which one? Who has access to it?
13. Who can write checks/wire money/initiate ACH?
14. Is there a verification/approval process for withdrawing or use of funds from this account? Or a threshold for when these approvals are needed?
15. Are there any regulatory requirements and corresponding forms that are needed? (tax returns, certifications, etc.) Any delinquency in these?
16. Are there other organizations running a relatively similar operation and purpose in the regions you operate? If so please list.

Financial

17. What is your fiscal year end?

18. Please provide the most recent internal financial statements with comparative totals to the previous period and the budget for both periods shown.

19. Who prepares and reconciles the financial records?

20. How much cash do you take in during a fiscal year?

21. Are there any ratios that you look at to review the financial health of the organization? If so please provide.

22. How often are the finances and the budget discussed with those as identified at question #5?

23. What is your current operating budget? What is your ideal operating budget?

Upon review and completion of the above, the below individuals (organizational leaders or respective individuals of the board), certify that to the best of their knowledge this is complete, accurate and fairly represented for purposes of providing a background on the Financial Verification requests of Spero.