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**SCHEDULE O**  
**(Form 990 or 990-EZ)**

**Supplemental Information to Form 990 or 990-EZ**

OMB No. 1545-0047

**2010**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

Name of the organization

CHILDRENS RESOURCE FUND, INC

Employer identification number

59-2712689

PLEASE SEE ATTACHED INFORMATION

ATTACHMENT 1

ATTACHMENT 2

ATTACHMENT 3

ATTACHMENT 4

## **Board and Officers Review of Form 990**

The accountant or bookkeeper, who prepares the form 990, is to come into a board meeting and explained to board members and officers how to understand and read the Form 990. This education is critical for the board to properly fulfill its oversight role of Form 990. The accountant or bookkeeper is to meet with the board at least twice a year to orient new board members and or review possible changes to the reporting rules and regulations.

## **How to Access Children's Resources' Financial Records**

**Children's Resources makes their financial records (IRS form 990) available for public inspection during regular business hours (8:30 a.m. to 4:30 p.m.), from Monday through Friday at our office located at 8571 SW 112 Street, Miami, Florida 33156. Copies of the Form 990 can be provided at \$2 per page. Children's Resource's Form 990 can also be viewed at the following websites: [www.guidestar.org](http://www.guidestar.org), [www.foundationcenter.org](http://www.foundationcenter.org) and [www.nccw.urban.org](http://www.nccw.urban.org)**

**Document Retention Timeline**

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<b>Type of Document</b>	<b>Minimum Requirement</b>
Accident Reports and Workers Compensation	7 years
Accounts Payable Ledgers and Schedules	7 years
Articles of Incorporation	Permanently
Audit Reports	Permanently
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Board Meeting and Board Committee Minutes	Permanently
Board Policies/Resolutions	Permanently
By-laws	Permanently
Cash Receipts	3 years
Copies of checks (for important payments and purchases)	Permanently
Contracts	7 years after expiration
Construction Documents	Permanently
Correspondence (legal and important matters)	3 years
Correspondence (with parents and vendors)	2 years
Credit Card Receipts	3 years
Deeds and Bills of Sale	Permanently
Depreciation Schedules	Permanently
Earnings Records	7 years
Donor Records and Acknowledgement Letters	10 years
Employment Applications	7 years
Financial Statements	Permanently
General Ledgers	Permanently
Grant Applications and Contracts	7 years after completion
Insurance Policies	Permanently
Internal audit reports	5 years
Invoices from Vendors	7 years
IRS Application for Tax-Exempt Status (Form 1023)	Permanently
IRS Determination Letter	Permanently
IRS Annual Return (Form 990 or 990-EZ) and Worksheets	Permanently
IRS 1099s	7 years
Legal Files	generally 10 years
Minute Books	Permanently
Payroll Records and Summaries	7 years
Payroll Tax Returns	7 years
Personnel Files (terminated employees)	7 years

Records Relating to Promotion, demotion and discharge	7 years after termination
Salary Schedules	5 years
Solicitations for Contributions	10 years
State Sales Tax Exemption Letter	Permanently
Stock and Bond Records	Permanently
Timesheets	7 years
W-2 Statements	7 years
Withholding Tax Statements	7 years

### **Glossary of Terms**

#### **Board and Board Committee Materials**

Meeting minutes should be retained in perpetuity in the **Children's Resources'** minute book.

#### **Commercial Fundraiser**

A commercial fundraiser for charitable purposes must maintain, during each solicitation campaign, and for at least 10 years following the completion of each solicitation campaign, all records, including any electronic records, containing information regarding:

- The date and amount of each contribution received as a result of the solicitation campaign and, for non-cash contributions, the name and mailing address of each contributor.
- The name and residence address of each employee, agent or other person involved in the solicitation campaign.
- Records of all revenue received and expenses incurred in the course of the solicitation campaign.
- The account number, name and location of the bank or other financial institution in which the commercial fundraiser deposited revenue from the solicitation campaign.
- **Children's Resource** must maintain a copy of its contract with the commercial fundraiser and records of solicitations and donations according to the table above.

#### **Contracts**

Final, executed copies of ALL contracts entered into by **Children's Resource** should be retained for at least seven years beyond the life of the agreement and longer in the case of publicly filed contracts.

#### **Legal Files**

Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

#### **Personnel Records**

**Children's Resource** should keep personnel files, performance reviews, complaints brought against **Children's Resources** or individual employees under applicable state and federal statutes, as well as, all final memoranda and correspondence reflecting performance reviews and actions taken by or against per-

sonnel in the employee's personnel file. Personnel records should be retained for seven years.

#### **Tax Records**

Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning **Children's Resource's** revenues. Tax records should be retained permanently. Payroll tax returns should be retained for seven years.

#### **Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods should be tested on a regular basis.

#### **Document Destruction**

**Children's Resource's** finance chairman is responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

#### **Compliance**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against **Children's Resource** and its employees and possible disciplinary action against responsible individuals. The finance chairman and finance committee will periodically review these procedures with legal counsel or the **Children's Resources** certified public accountant to ensure that they are in compliance with new or revised regulations.