

**IRS Disclosure Requirements  
Edited from 990 Form**

Does the organization have a written conflict of interest policy?

Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?

Does the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this is done.

Does the organization have a written whistleblower policy?

Does the organization have a written document retention and destruction policy? .

The IRS requires an organization to make its Form 990 available for public inspection. Indicate how you make these available. Is it on VECA's own website, another's website, or upon request?

Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest policy, and financial statements available to the public.

Has the organization provided a copy of this Form 990 to all members of its governing body before filing the form? Describe in Schedule O the process, if any, used by the organization to review this Form 990.

**VECA Public Disclosure Policy**

VECA will have and make available a public disclosure policy, a whistleblower policy, a documents retention policy, a governing document policy, a conflict of interest policy, and a 990 policy.

VECA will provide a 990, a public disclosure policy, and all of the documents mentioned herein are available are available on the VECA website or can be obtained from the VECA Welcome Center at 1680 Jackson Ave, Memphis TN 38107

**Vollintine Evergreen Community Association (VECA)  
DOCUMENT RETENTION POLICY  
Draft January 2, 2010**

The corporate records of Vollintine Evergreen Community Association and its subsidiaries or other entities (hereafter called VECA) are important assets.

The law requires VECA to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject individuals and VECA to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place VECA in contempt of court, or seriously disadvantage VECA in litigation.

VECA expect all board members, volunteers, affiliated persons and board members, volunteers, affiliated persons and employees (hereafter called stakeholders) to fully comply with any published records retention or destruction policies and schedules.

In addition, if VECA informs the stakeholders that VECA records are relevant to litigation, or potential litigation, then stakeholders must preserve those records until the VECA Managing Committee determines the records are no longer needed.

The following documents should be retained:

(a) 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 VECA's revenues. ( Retained for at least 6 years from the date of filing the applicable return)

(b) Employment & Personnel Records. State and federal statutes require VECA to keep certain recruitment, employment and personnel information. VECA should also keep personnel files that reflect performance reviews and any complaints brought against VECA or stakeholder under applicable state and federal statutes. (Retained for 6 years)

(c) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in VECA's electronic folder or in hard copy in a binder. The VECA Vice President should report at the March meeting about retention of the previous year's minutes.

(d) Legal Files Including Contracts, Grant Proposals and Leases. Legal documents should generally be maintained for a period three years beyond the completion of the document.

(e) Electronic Mail. E-mail that needs to be saved should be downloaded to a computer file and kept electronically or on disk as a separate file.

Questions about this policy should be referred to the President of VECA and the Managing Committee which is in charge of administering, enforcing and updating this policy.

This document will be reviewed every year at the March board meeting and will be shared with employees at the time of their employment.

**Vollintine Evergreen Community Association  
990 Policy**

Before it is filed with the IRS, the 990 form will be discussed by the Managing Committee which will then communicate that information at the next regular board meeting. The accountant preparing the 990 will meet with the Managing Committee meeting and will have provided a PDF copy for committee review before the meeting. The PDF of the 990 along with the minutes of the committee will be shared with the full board in the rollup of minutes distributed before the meeting.

In addition, the Treasurer normally makes monthly reports to both the Managing Committee meeting and the Board of Directors. He should use some of those reports to relate the organizations financial conditions reported in the 990 and especially any issues related to debt and expenditures outside the budget.

### **VECA Governing Documents Policy**

VECA will have and make available its governing documents on the website, including the charter and bylaws. In addition, the charter, bylaws, and minutes of the board and its committees (with the exception of sensitive documents such as personnel, rental, social security, and real estate files) are also available at the VECA Welcome Center at 1680 Jackson Ave. Memphis TN 38107

### **Vollintine Evergreen Community Association Stakeholder Protection Policy Whistleblower**

If any board members, volunteers, affiliated persons and board members, volunteers, affiliated persons and employees (hereafter called stakeholders) reasonably believes that some policy, practice, or activity of the Vollintine Evergreen Community Association (Called VECA) is in violation of law, a written complaint can be filed by that Stakeholder with the VECA President.

It is the intent of VECA to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal and organizational compliance. The support of all Stakeholders is necessary to achieving compliance with various laws and regulations, along with the bylaws and other standards of the organization.

A Stakeholder is protected from retaliation only if the Stakeholder brings the alleged unlawful or inappropriate activity, policy, or practice to the attention of VECA and provides the VECA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to Stakeholders that comply with this requirement.

VECA will not retaliate against an Stakeholder who in good faith, has made a filed a complaint against some practice of VECA or of another individual or entity with whom VECA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy, or a violation of VECA's own standards.

Questions about this policy should be referred to the President of VECA and the Managing Committee which is in charge of administering, enforcing and updating this policy.

This document will be reviewed every year at the March board meeting and will be shared with employees at the time of their employment.

**Conflict of Interest Policy**

All board members are required to fill out the following conflict of interest policy.

**Vollintine Evergreen Community Association (VECA)**

**CONFLICT OF INTEREST**

**ANNUAL DECLARATION**

I have read, understand and agree to abide by VECA's conflict of interest policy. I agree that at such time any matter comes before a meeting of the VECA's Board or any of its committees, in such a way as to give rise to a conflict of interest, I shall make known the potential conflict, whether or not disclosed on this written declaration, and after answering any questions that might be asked, withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, I shall not vote on it.

The following is a list of all businesses and other organizations of which I am a member, officer, agent, employee, or owner (5% or more), with which VECA has entered or might reasonably in the future enter into a relationship or transaction in which I would have a conflicting interest.

1.

2.

3.

4.

5.

If no conflicts exist, write "None": \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Print NAME: \_\_\_\_\_

DATE: \_\_\_\_\_