



TOGETHER WE CAN

208 E. 4TH ST. | BARTLESVILLE, OK | 918.337.2287  
BARTLESVILLECF.ORG

### Fiscal Sponsor Exit or Re-Entry Application

1. Who will be/has been managing day to day operating of this organizations assets and how (QuickBooks, accountant, other)?
2. What strategies does this organization/board have in place for financial oversight. Dual approval, check writing capabilities, etc.?
3. What resources have you used/do you plan to use in order to operate this organization? (checking account, credit card, debit card, investments, etc).
4. Who will be/has been responsible for submitting this organizations tax return?
5. Who will be/has been be responsible for processing gift acknowledgement letters for this organization?
6. Who will be/has been responsible for renewing this organization's tax exempt status with the Secretary of State?
7. What processes do you have in place to accept donations and grants?
8. If you have employees, how many do you have, are they paid, and who will be managing payroll?
9. Does your organization carry D&O Insurance (Directors and Officers Insurance)?
10. Why would you like to terminate/reinstate your relationship with the BCF?
11. Provide most recent copies of:
  - Bylaws
  - 990
  - IRS Determination Letter
  - Certificate of Incorporation
  - Renewal Certificate of Registration
  - W-9
  - financial review or audit

\*990, Renewal Certificate of Registration, W-9 will need to be resubmitted annually