

## Arts and Recreation Foundation of Overland Park Transparency and Accountability Policy

1. The Arts and Recreation Foundation (ARFOP) shall comply with accepted best-business practices and IRS regulations regarding public inspection of governance and tax-related documents.
2. The following shall be available on the ARFOP website – [www.artsandrec-op.org](http://www.artsandrec-op.org).
  - Purposes from the Articles of Incorporation
  - By-Laws
  - Most recent audited financial statement
  - Tax Determination Letter from the IRS
  - List of members of the Board of Directors
  - Gift Acceptance Policy
  - Website Privacy Policy
3. ARFOP's most recent IRS 990 is available at [www.guidestar.org](http://www.guidestar.org).
4. ARFOP and the Friends groups maintain organizational profiles on the Greater Kansas City Community Foundation's (GKCCF) DonorEdge website and shall endeavor to keep "check-marked" status for each organization signifying that each organization has accurately provided all the required information and meets any other standards the GKCCF sets for such status.
5. ARFOP and the Friends groups shall distribute agendas and minutes of their monthly meetings to the communications department of the City of Overland Park.
6. Agendas and minutes of all meetings of the Executive Committees of the Friends groups shall be sent to the ARFOP Executive Director and the ARFOP Board Secretary who shall distribute them to members of the Board of Directors.
7. Copies of the following policies and organizational documents shall be provided to donors and other interested parties upon request:
  - Articles of Incorporation
  - IRS 990 Income Tax Return (Public Copy) for the most current available year
  - Current Annual Budgets (Operating and Capital) for the Foundation and individually by Friends groups
  - Minutes – Board of Directors Meetings
  - Minutes – Friends Groups Executive Committee Meetings
  - Conflict of Interest Policy
  - Document and Retention Policy
  - Executive Compensation Policy
  - Financial Accountability Policy
  - Fundraising Policy
  - Investment Policy
  - Joint Venture Policy
  - Transparency and Accountability Policy
  - Unrestricted Major Gifts Policy
  - Whistle Blower Policy
  - And other policies as they may be adopted by the Board of Directors

Approved by the Arts and Recreation Foundation Board of Directors  
May 19, 2009