



United Way  
of Southern Maine

## Simplified Financial Review Template

Applicants with an organizational budget between \$250,000-\$750,000 who do not submit an audit or review of financial statements will answer the following questions:

- 1) Who completes your financial statements and how frequently are reports available (monthly, quarterly, or annually)?
- 2) Are the reports completed by a third party or employee of the organization?
- 3) Are they provided to the board? Please describe the content, form, and frequency of these reports as well as who prepares them.
- 4) Please upload the last three months' bank statements and confirm the current restricted and unrestricted cash position of the organization as well as the current investment balances.
- 5) Please complete the following debt summary table, if applicable. If not applicable, please indicate "N/A."

	Principal Due	Maturity Date	Payment	Line of Credit Y/N	Line Availability
1.					
2.					
3.					

- 6) What are the primary streams of revenue: grants, fundraising, and/or program? If more than one stream, what percentage on average is the contribution from each stream?
- 7) Please describe the financial background and expertise of board members.
- 8) Describe the circumstances in which you would be unable to deliver on mission due to staffing/hiring issues.

(Organizations with an annual budget over \$750,000 will provide an audit. Organizations with an annual budget under \$250,000 will provide a form 990.)