



FINANCIAL RISK MANAGEMENT CHECKLIST

By Jorge I. Franchi, 33°, Chief Financial Officer

FINANCE!

**Check,
Please.**

**Fantastic
Plastic**

**Read All
about It!**

Potpourri

\$100

\$100

\$100

\$100

\$200

\$200

\$200

\$200

\$300

\$300

\$300

\$300

**The minimum number of people
required to sign a check.**



What is 2?

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**This disbursement requires
receipts prior to payment.**



What are all disbursements?

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**The types of checks
that are strictly prohibited.**



What are blank checks and checks to cash?

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**The number of credit card charges
that require receipts for payment.**



What is all of them?

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**The acceptable number
of debit cards
that can be used by a Valley.**



What is ZERO?

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**The person responsible
for paying a credit card
when no receipt is provided.**



Who is “the guy who charged it”?



**THAT'S
YOU!**




The formal review of financial activity that should be conducted annually.



What is an audit?

audit

[ˈôdət] 

NOUN

1. an official inspection of an individual's or organization's accounts, typically by an independent body.

"audits can't be expected to detect every fraud"



The monthly comparison documents that should be prepared and distributed to members.



What are Financial Statements (Budget-to-Actual)?

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The financial road map prepared each year and distributed to members.



What is an annual budget?

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Required federal reporting document

[View Question \(Answer\)](#)



What is IRS Form 990?

PUBLIC DISCLOSURE COPY - STATE REGISTRATION NO. 1888564

Form 990 **Return of Organization Exempt From Income Tax** **2017**
 (Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations))
 Department of the Treasury Internal Revenue Service
 ▶ Do not enter social security numbers on this form as it may be made public.
 ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2017 calendar year, or tax year beginning **JUL 1, 2017** and ending **JUN 30, 2018**

B Check if applicable:
☐ Homeless
☐ Rape
☐ Child abuse
☐ Child neglect
☐ Child sexual abuse
☐ Child sexual exploitation
☐ Child sexual abuse and exploitation
☐ Child sexual abuse and exploitation

C Name of organization: **AMERICAN HUMANE ASSOCIATION**
 Doing business as: **AMERICAN HUMANE - FIRST TO SERVE**
 Number and street (or P.O. box if mail is not delivered to post office): **1400 16TH STREET, SW** Room/suite: **360**
 City or town, state or province, county, and ZIP or foreign postal code: **WASHINGTON, DC 20036**
P Name and address of principal officer: **ROBIN R. GANERT, PHD**
SAME AS C ABOVE

D Employer identification number: **84-0432950**

E Telephone number: **(202) 677-4227**

G Gross receipts: **21,066,465.**

H(a) Is this a group return for subordinates? ☐ Yes ☒ No
H(b) Are all subordinates included? ☐ Yes ☒ No
 If "No," attach a list. (see instructions)
H(c) Group exemption number: **1677**

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c)(6) ☐ 501(c)(29) ☐ 501(c)(28) ☐ 501(c)(27) ☐ 501(c)(26) ☐ 501(c)(25) ☐ 501(c)(24) ☐ 501(c)(23) ☐ 501(c)(22) ☐ 501(c)(21) ☐ 501(c)(20) ☐ 501(c)(19) ☐ 501(c)(18) ☐ 501(c)(17) ☐ 501(c)(16) ☐ 501(c)(15) ☐ 501(c)(14) ☐ 501(c)(13) ☐ 501(c)(12) ☐ 501(c)(11) ☐ 501(c)(10) ☐ 501(c)(9) ☐ 501(c)(8) ☐ 501(c)(7) ☐ 501(c)(6) ☐ 501(c)(5) ☐ 501(c)(4) ☐ 501(c)(3) ☐ 501(c)(2) ☐ 501(c)(1)

J Website: **WWW.AMERICANHUMANE.ORG**

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: **1877** **M** State of legal domicile: **DC**

Part I Summary

1 Briefly describe the organization's mission or most significant activities: **SEE SCHEDULE O**

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VII, line 1a): **14**

4 Number of independent voting members of the governing body (Part VII, line 1b): **13**

5 Total number of individuals employed in calendar year 2017 (Part VII, line 2a): **92**

6 Total number of volunteers (estimate if necessary): **500**

7a Total unrelated business revenue from Part VIII, column (C), line 10: **0.**

7b Total unrelated business taxable income from Part VIII, line 14: **0.**



A Valley's TWO required policies

[View Question \(Answer\)](#)



What are Whistle Blower & Conflict of Interest?

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The document you recently received that should be reviewed annually with Valley leadership.

[View Question \(Answer\)](#)



What is the Risk Management Checklist?





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