

Appendix C

Charitable Financings Questionnaire

Part I - Post-Issuance Compliance - General						
Question Number	Question Text					
1	Do you have written procedures or guidelines to ensure post-issuance compliance for the following items:	Yes	No	N/A	Did Not Answer	
a	Proper and timely use of bond proceeds and bond-financed property?	182	10	0	0	
b	Arbitrage yield restriction and rebate?	180	11	0	1	
c	Timely return filings and other general requirements?	181	11	0	0	
		Board Member	Management Official	Staff	Other	Did Not Answer
2	Who is responsible for monitoring post-issuance compliance?	6	171	28	12	1
		Yes	No	N/A	Did Not Answer	
3	Do you have written procedures to follow when more than one person is responsible for maintaining records to ensure post-issuance compliance?	132	38	20	2	
4	Do you provide training/educational resources to those who are responsible for ensuring post-issuance compliance with private use limitations?	170	18	0	4	
5 a	Has your 501(c)(3) tax-exempt status been revoked?	0	191	0	1	
5 b	Has your tax-exempt status been reclassified under another 501(c) section?	0	189	0	3	
6 a	Do you know that you may take remedial actions described in Reg. §1.141-12 to voluntarily correct failures?	168	23	0	1	
6 b	Do you know that you may enter into a closing agreement as described in Notice 2001-60 to voluntarily correct failures?	167	23	0	2	

Data Table - Charitable Financings Questionnaire

Part II - General Recordkeeping						
Question Number	Question Text	Yes	No	N/A	Did Not Answer	
7	Do you maintain records pertaining to your tax-exempt bonds?	186	0	0	6	
		Less than 3 Years	3-7 yrs	8-15 yrs	Life of bonds	Life of bonds + 3 yrs
a	How long do you keep them?	0	1	1	8	180
		Paper	Electronic	Both	Did Not Answer	
8	What medium do you use to maintain your bond records?	12	1	178	1	
9	Do you maintain copies of the following records:	Yes	No	N/A	Did Not Answer	
a	Form 1023?	118	66	0	8	
b	Favorable §501(c)(3) determination letter?	191	1	0	0	
c	Any correspondence between your organization and the IRS concerning a change in your activities?	177	5	0	10	
d	Your organizing documents?	191	0	0	1	
e	Recent Form 990-T?	168	9	0	15	
f	Recent Form 990?	192	0	0	0	
g	Audited financial statements?	191	0	0	1	
h	Bond transcripts, official statements, and other offering documents?	191	0	0	1	
i	Minutes and resolutions authorizing issuance of your bond financings?	191	0	0	1	
j	Certifications of the issue price of your bond financings?	190	1	0	1	
k	Any formal elections for bond financings?	159	18	0	15	
i	Appraisals, demand surveys, or feasibility studies for bond-financed property?	173	7	0	12	
m	Documents related to government grants associated with construction, renovation, or purchase of bond-financed property?	59	2	130	1	
n	Publications, brochures, and newspaper articles for your bond financings?	162	28	0	2	
o	Trustee statements for your bond financings?	190	0	2	0	
p	Correspondence for your bond financings?	176	14	0	2	
q	Reports of any prior IRS examinations of your organization or bond financings?	84	0	107	1	

Data Table - Charitable Financings Questionnaire

Part III - Investments and Arbitrage Compliance					
Question Number	Question Text	Yes	No	N/A	Did Not Answer
10	Do you maintain documentation of allocations of investments and investment earnings to your bond financings?	192	0	0	0
11	Do you maintain documentation for investments of your bond proceeds related to:				
a	Investment contracts?	156	16	0	20
b	Credit enhancement transactions?	174	6	0	12
c	Financial derivatives?	158	13	0	21
d	Bidding of financial products?	154	18	0	20
12	Do you maintain copies of the following arbitrage-related documents:				
a	Computation of bond yield?	184	3	0	5
b	Computation of rebate and yield reduction payments?	180	6	0	6
c	Form 8038-T?	99	2	89	2
d	Form 8038-R?	87	38	0	67
13	Do you have procedures for monitoring compliance with applicable yield restriction compliance when a subsequent reinvestment of bond proceeds results in lower yielding investments?	89	1	100	2
14	Do you have procedures for monitoring bond financings when you expect to apply a temporary period or spending exception?	162	18	0	12

Part IV - Expenditures and Assets					
Question Number	Question Text	Yes	No	N/A	Did Not Answer
15	Do you maintain documentation of allocation of bond proceeds to expenditures?	192	0	0	0
16	Do you maintain documentation of allocation of bond proceeds to bond issuance costs?	192	0	0	0
17	Do you maintain copies of requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks related to proceeds spent during construction phase?	189	2	0	1
18	Do you maintain copies of all contracts entered into for construction, renovation, or purchase of bond-financed facilities?	186	6	0	0
19	Do you maintain records of expenditure reimbursements incurred prior to issuing bonds for facilities financed with bond proceeds?	188	2	0	2
20	Do you maintain a schedule of all bond-financed facilities or equipment?	191	1	0	0
21	Do you maintain depreciation schedules?	189	2	0	1
22	Do you maintain documentation that tracks the purchase and sale of bond-financed assets?	186	4	0	2

Data Table - Charitable Financings Questionnaire

Part V - Private Business Use					
Question Number	Question Text	Yes	No	N/A	Did Not Answer
23	Do you maintain records of all unrelated trade or business activities allocated to your bond-financed facilities?	168	2	0	22
24	Do you maintain records of trade or business activities by third parties that you allocate to your bond-financed facilities?	164	7	0	21
25	Have you entered into any of the following arrangements for your bond-financed property:				
a	Management and other service agreements?	138	54	0	0
b	Research contracts?	74	117	0	1
c	Naming rights contracts?	35	156	0	1
d	Ownership?	34	158	0	0
e	Leases?	111	80	0	1
f	Subleases?	36	156	0	0
g	Leasehold improvement contracts?	43	148	0	1
h	Joint venture arrangements?	18	173	0	1
i	Limited liability corporation arrangements?	22	168	0	2
j	Partnership arrangements?	5	184	0	3
26	Do you maintain copies of the following agreements when entered into with respect to your bond-financed property?				
a	Management and other service agreements?	165	7	18	2
b	Research contracts?	115	24	49	4
c	Naming rights contracts?	88	40	62	2
d	Ownership documentation?	116	27	46	3
e	Leases?	141	15	33	3
f	Subleases?	87	38	64	3
g	Leasehold improvement contracts?	95	32	62	3
h	Joint venture arrangements?	75	40	74	3
i	Limited liability corporation arrangements?	80	38	71	3
j	Partnership arrangements?	67	45	77	3