

St. Louis County Historical Society  
Public Reporting and Transparency Policy  
*Approved by the Board of Governors*  
November 18, 2010

I. Purpose

- A. The St. Louis County Historical Society (Society) believes in transparency and accountability to its members, the citizens of St. Louis County and the public by making available information on the Society's governance structure, governance policies and documents, financial condition as reflected in audited financial statements, and major programs.
- B. This policy implements Internal Revenue Service (IRS) requirements regarding public disclosure of the Society's form 1023 exemption application and annual reporting IRS forms.
- C. This policy recognizes that the following IRS suggested transparency policies have been previously approved by the Society Board of Governors:
  - 1. Conflict of Interest Policy
  - 2. Whistleblower Policy
  - 3. Document Retention Policy
  - 4. Compensation Policy

II. Information available to the public

- A. The Society shall post on its website and make available upon request the following information and documents in a timely manner:
  - 1. Governance Documents, including:
    - a. A list of the current officers and directors and staff of the Society
    - b. Articles of Incorporation
    - c. Bylaws
    - d. Annual Report
    - e. Public Reporting and Transparency Policy
  - 2. Financial and IRS Documents, including:
    - a. IRS Letter of Determination & Minnesota Certificate of Exempt Status – Exempt Organization
    - b. IRS Form 990
    - c. Audited Financial Statements (including statement of auditor unqualified opinion status)

- B. The Society shall post the following information on \*Guidestar, per Guidestar options:
1. IRS Form 990
  2. Annual Report
  3. Audited Financial Statements
  4. Employer Identification Number
  5. Geographic Areas Served
  6. Mission Statement
  7. Board Officers and Key Staff
- C. The Society shall inform its board, its membership, the public, the media, the St. Louis County Board of Commissioners and County administrative staff of the Society's major activities and programs, by way of the following, as may be applicable:
1. Key Performance Indicator Reports as may be required by St. Louis County
  2. The Annual Report
  3. The Society Newspaper or Newsletter
  4. News releases
  5. Program Activity Reports
- III. Delegation of Authority for Website Management and Guidestar Reporting
- A. The Society Board of Governors delegates to the Society Executive Director the authority to manage the Society website and report to Guidestar in accordance with this policy and through staff delegation as he/she may see fit.
- IV. Delegation of Authority for Reporting on Major Activities and Programs
- A. The Society Board of Governors delegates to the Society Executive Director the authority to manage the means of reporting on major activities and programs and to its various funders and constituents in accordance with this policy and through staff delegation as he/she may see fit.
- V. Public Reporting and Transparency Policy Review
- A. The Society Governance Committee shall review, annually, the policy to ensure compliance with IRS regulations and best practices.