

Non-Profit Corporation (NPC) Document Request List

1. All policies and procedures issued or in draft.
2. Internal and external reports, audits, reviews, and/or management letters issued during FY 2006.
3. Minutes of the Board of Directors' meetings held during FY 2006
4. Current organizational chart including date of chart.
5. List of accounting staff member and other individuals involved with financial accounting activity and their specific duties.
6. Financial statements, analyses, and cost performance monitoring including budgets for FY 2006.
7. Description or flowchart of the accounting transaction processes (i.e., payables and receivables) during FY 2006. If any process changed during the time frame, note the change and the date of the change.
8. Chart of accounts.
9. Trial balance and reconciliation for the FY 2006 financial statements.
10. Accounts payable register for FY 2006.
11. List of Board of Directors including their title, and if applicable, list the Audit Committee members including their title.
16. List of all active (started, on-going, and ended) research projects during FY 2006.
17. List of all education activities conducted during FY 2006.
18. List of all active (started, on-going, and ended) Intergovernmental Personnel Act (IPA) appointments/assignments during FY 2006.
19. List of all purchase card holders and transactions during FY 2006. Include the purchaser's name, credit card number, date of purchase, purchase amount, transaction number, and if possible, item(s) purchased.
20. List of all active contracts during FY 2006 including consulting and other services.

Document Request List

Non-Profit Program Office (NPPO), VA Non-Profit Oversight Board, VISN 8 & 21 and Medical Centers/Healthcare Systems

1. All policies and procedures issued or in draft regarding non-profit research and education corporations excluding the following:
 - a. VHA Policy and Handbook 1200.17, VA Research and Education Corporations Authorized by Title 38 USC, Sections 7361-7368
 - b. VHA Policy and Handbook 1400.2, VA Education Corporations Authorized by Title 38 USC, Sections 7361-7368.
2. Reviews performed or requested by the program office, VA Non-Profit Oversight Board, VISN 8 & 21 and medical centers/healthcare systems.
3. NPPO: Annual Report to Congress tables for FY2006 detailing balance sheet and income expense statements by NPC utilizing a financial statement format.