

COURT ORDER – APRIL 2015

60% of all grants to benefit the Grand Rapids area during rolling six year periods. The first rolling six year period begins January 1, 2015 and continues until December 31, 2020. The responsibilities for reporting compliance of the Court Order have transferred from the Special Master to the Foundation.

WHO	WHAT	PROCEDURE	WHEN
Foundation Management (Finance Director lead)	Author a report which covers IV, 2, a-f of the Order	Included as supplemental information or Management Discussion and Analysis (MD&A) to the Foundation's annual audited financial statements	Due annually September 30
Foundation Management (Finance Director lead)	Previous year Board of Trustee resolution part of annual report	Presented in the MD&A section of the annual audited financial statements	June Board meeting
Foundation Management will (Finance Director to Communication Director)	Publish annual report on website	After audit is presented to Board Foundation Finance Director sends audited financial statements report to Communications Team to load to Foundation website	July 30
Review and comment by Court	Substantive changes in format of report	Finance Director to recommend changes to CEO/President and Audit Committee	When important
Foundation's independent auditors	Report audited in compliance with GAAS	Part of the annual audit process	April - June
Foundation's independent auditors	Audit plan shall include items listed in part IV, 5 of Order	Independent auditors present audit plan to Audit Committee	February Audit Committee meeting
Foundation's independent auditor shall	Determine whether there has been any change in the charitable financial practices of the Foundation	Independent auditors present any changes in charitable practices to Audit Committee. Audit Committee Chair presents to Board of Trustees. Statement included in MD&A as to change or no change.	May Audit Committee meeting June Board meeting

Foundation's independent auditor shall	Identify any newly issued, newly effective, or proposed accounting standards that impact the Foundation	Independent auditors present any newly issues or effective or proposed accounting standards to Audit Committee. Audit Committee Chair presents to Board of Trustees. Statement included in MD&A as to new accounting standards or no new standards.	May Audit Committee meeting June Board meeting
Foundation's independent auditor shall	Verify all material amounts and significant inputs, and recalculate all key computations related to numerical presentations presented in the supplemental information or MD&A	Part of the audit plan and audit field work procedures.	April - June
Foundation's independent auditor shall	Confirm, on a test basis as part of the overall audit of the Foundation's , the accuracy of the amount and the local and rural designation of the grants approved, paid and accrued during the year as presented in the supplement information or MD&A	Part of the audit plan and audit field work procedures.	April - June
Board of Trustees shall	By resolution (1) confirm that the Foundation complied with its requirement to distribute an average of at least 60% of all grants to the benefit the Grand Rapids area during rolling six-year periods; and (2) identify any significant change in the charitable financial practices of the Foundation.	Audit Committee report included as part of annual audit review. Audit Chair and independent auditor partner to present audited financial statements. Audit Chair to present resolution for Board. (Prepared by Director of Finance)	June Board meeting

Foundation's legal counsel shall	Review each annual report prior to filing with the Court	Director of Finance to send annual audited financial statements to legal counsel and track responses of review.	July
Trustees of the Residuary Trust shall	Review the Foundation report and confirm in writing that the Foundation complied with its requirement to distribute an average of 60% of all grants to the benefit the Grand Rapids area during rolling six-year period	Director of Finance to send annual audited financial statements to Trustees of Residuary Trust and track responses of review.	July
Foundation shall	Adopt a policy that will address how to handle questions or concerns raised by any member of the Grand Rapids community regarding the Foundation's compliance with Paragraph II of Order or Foundation's annual report	Board of Trustees to adopt policy and review questions or concerns annually. (Human Resources/Board Services team to track)	June Board meeting
Minnesota Attorney General's office may	Ask questions to the Foundation's CEO/President related to the Foundation's compliance or annual report.	CEO/President to respond to MN AG questions.	When received
Court	Review annual Foundation reports and compliance with Paragraph II and III of Order	Part of the tri-annual petition process	When scheduled by the Court