



**TOWN OF ALBANY, NH**  
**1972-A NH Route 16**  
**Albany NH 03818**  
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## **NON-PROFIT/CHARITY ORGANIZATION TOWN MEETING PETITIONED WARRANT ARTICLE DONATION REQUEST POLICY:**

In order to receive support from the Albany Board of Selectmen, it is requested that Non-profit/Charity Petitioned Warrant Articles supply documentation to provide proof of the public benefit to the Town of Albany.

Below, find a checklist of requested documents to be submitted along with the petitioned warrant article(s) signed by no less than 10 Albany registered voters. Representation of the organization should appear at the annual budget public hearing as well as at town meeting to defend the public benefit and to answer any questions.

Petitioned warrant article(s) with supporting documentation is requested to be submitted to the Board of Selectmen for review by the 2<sup>nd</sup> Tuesday in January.

### **Please supply the following documentation:**

- Previous two (2) years of filed IRS Tax Exempt 990 forms.
- Copy of IRS Letter of Determination – Non-Profit/Tax Exempt.
- Copy of NH Attorney General Letter/Proof of NH Non-Profit Status.
- Detailed description of services offered to Albany residents.
- Number of Albany residents served in the previous year.
- Total number of all clients/residents served in the surrounding towns to Albany.
- Total amount of Federal, State of NH, County funding and grants received in the previous year.
- List of surrounding local town funding/donation requests including which requests were approved by Town Meetings and the amount approved for the previous year.
- If the organization is not an IRS Tax Exempt Non-Profit, please submit two (2) previous fiscal years financial statements (income statement and balance sheet) to include line item **budget detail and actual detail**. Such detail should include employee gross salaries/wages, employee benefits and an itemized list of annual income / donations.
- Petitioned Warrant Article(s) shall be submitted with a minimum 10 registered voter's signatures, clearly printed names and addresses not later than the fifth Tuesday before the day prescribed for an Annual Town Meeting.

**ADOPTED: 10/9/2019**