



## CLIENT INTAKE FORM – NONPROFIT AUDIT

**Directions:** Please print or type your responses on this worksheet. Attach additional sheets if needed. Return this form and all attachments to Ronnie Hagerty, Assistant Vice President, Community Relations, Nonprofit Connection, United Way of Greater Houston, by email or mail. **All materials must be received by Friday, September 22, 2017 in order to be eligible for this free legal audit and consultation.**

*By Email:*

Ronnie Hagerty  
Nonprofit Connection  
Email:  
[nonprofitconnection@unitedwayhouston.org](mailto:nonprofitconnection@unitedwayhouston.org)

*By Mail:*

Ronnie Hagerty, United Way of Greater Houston  
50 Waugh Drive  
Houston, TX 77007  
Telephone: (713) 685-2312

### Organization:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web site: \_\_\_\_\_  
Year founded: \_\_\_\_\_

### Contact:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Please answer each of the questions below:**

	Yes	No	Don't know
1. Are you incorporated in the state of Texas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you tax-exempt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have paid employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have employee or volunteer policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you own or rent real estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you publish or distribute materials to the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you need to protect your name or logo from unauthorized use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|---|--------------------------|--------------------------|--------------------------|
| 8. Do you engage in political activity, either supporting or opposing candidates for public office? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you engage in lobbying or advocacy on politically significant issues?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you raise funds from the public?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you have any single grant or contract over \$100,000   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Do you charge for services to the public?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are your activities regulated by any government agency?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are you in financial trouble?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Describe the organization's purpose or mission AND its main activities:**

**Please list all names by which your organization is known, and the full names of your organization's key personnel:**

**Please note any legal questions or issues you would like a lawyer to address:**

- Contracts or leases
- Intellectual property (directories, videos, courses offered, etc.)
- Trademarks
- Employee and/or volunteer management
- Privacy issues
- Use of technology (email/internet)
- Conflict of interest
- Board governance
- Mergers/acquisitions
- Risk management
- Fundraising
- Insurance
- Taxes
- Other \_\_\_\_\_

**If any of these issues or questions is urgent, please explain why:**

**Has the organization ever used the services of a lawyer before?**

- Have never used a lawyer
- Pro bono legal assistance
- Board member is a lawyer
- Paid legal counsel

**If yes, please describe nature of assignment:**

**Additional Questions**

1. What is your annual budget? INCOME: \$ \_\_\_\_\_ EXPENSES: \$ \_\_\_\_\_
2. Do you file tax returns (i.e., information returns), with the IRS or local/state officials?  Yes  No
  - If Yes, what is the date of your last filed 990? \_\_\_\_\_
  - Which Form 990 did you file? \_\_\_\_\_
3. How many employees do you have? \_\_\_\_\_
  - How many are exempt employees? \_\_\_\_\_
4. Do you have any volunteers?  Yes  No
  - If Yes, how many? \_\_\_\_\_
5. Do you have outside independent contractors?  Yes  No
  - If Yes, for what services? \_\_\_\_\_
6. Do you have current personnel policies?  Yes  No
  - If Yes, for when was the last revision? \_\_\_\_\_
7. Do you own real estate?  Yes  No
  - If Yes, do you have a mortgage?  Yes  No
  - Do you lease any part of the building?  Yes  No
8. Do you use social media or have a website?  Yes  No
9. Do you engage in lobbying advocacy?  Yes  No
10. What type of fundraisers do you have?  
\_\_\_\_\_  
\_\_\_\_\_
11. Do you charge for services or earn income from any activities?  Yes  No
12. Do you sell anything (i.e. t-shirts, stickers, etc...)?  Yes  No
  - Do you have a sales tax permit?  Yes  No
13. Do you operate a thrift store?  Yes  No
14. Do you have any affiliated entities?  Yes  No
15. What type of insurance do you have?  
\_\_\_\_\_

**Texas CBAR is required to collect certain information for its grants. Please check ALL that apply; do not leave blank.**

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Yes  No      **Does your organization lack the funds, or practical means to obtain the funds, to retain private counsel?**

Yes  No      **Does your organization engage in a principal activity** *(not necessarily the only activity)* **that serves low-income persons in Texas?** *If Yes, please describe this activity (required).*

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Yes  No      **Does your organization engage in a principal activity that primarily benefits U.S. citizens, persons lawfully present in the U.S., or those with claims of lawful presence in the U.S.?**

*If Yes,* does your organization collect information confirming citizenship or claims to lawfully remain in the U.S.?    Yes    No

***IMPORTANT:*** To get the most from your Clinic appointment, please **attach a copy of some or all of the following documents** to this form:

- IRS determination letter
- Promotional materials (e.g., pamphlets, brochures, e-mail newsletters) that would help us understand what your organization does;
- Annual budget;
- Most recent audit (if applicable);
- Most recent 990
- Other IRS documents or reports to taxing authorities
- Bylaws;
- Articles of Association or Incorporation;
- Any employee or volunteer policies; and
- Any contracts about which you have questions.

**I am meeting with a lawyer who is a volunteer with Texas CBAR, to discuss legal issues the nonprofit organization I represent faces as it starts or operates. I understand that the lawyer cannot provide full and sufficient advice at this initial consultation, that the lawyer’s role is limited, and the lawyer does not represent myself or the organization after today’s consultation. I understand that the lawyer or his/her law firm may currently or in the future represent a client whose interest may be in direct conflict with those of the nonprofit organization. I agree that this consultation will not prevent the lawyers of his/her law firm from engaging in such representation. The lawyer will not use or reveal any confidential information I disclose during this consultation.**

**I grant permission to Texas CBAR, United Way of Greater Houston, Haynes and Boone and ExxonMobil to use photographs of myself in a social media post of this event.**

**I hereby certify that all of the information listed above is true, correct, and that I am authorized by the above organization to submit this application.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**