

IFS Foundation

Transparency and Accountability Policy

Disclosure of financial information with the general public.

1. Introduction and Purpose

- 1.1 By making full and accurate information about its mission, activities, finances, and governance publicly available, IFS Foundation practices and encourages transparency and accountability to the general public. This policy will..
 - 1.1.1 indicate which documents and materials produced by the corporation are presumptively open to staff and/or the public
 - 1.1.2 indicate which documents and materials produced by the corporation are presumptively closed to staff and/or the public
 - 1.1.3 specify the procedures whereby the open/closed status of documents and materials can be altered.

2. Financial and Tax Documents

- 2.1 IFS Foundation shall provide all required tax and financial documentation to the to the general public for inspection free of charge. Also, IFS Foundation shall provide the bylaws, conflict of interest policy, and financial statements.

3. Means and Conditions of Disclosure

- 3.1 IFS Foundation shall make "Widely Available" the aforementioned documents on its internet website to be viewed and inspected by the general public.
- 3.2 The documents shall be posted in a format that allows an individual using the Internet to access, download, view and print them.
- 3.3 The website shall clearly inform readers that the document is available and provide instructions for downloading it.
- 3.4 IFS Foundation shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).
- 3.5 IFS Foundation shall inform anyone requesting the information where this information can be found, including the web address. This information must be provided immediately for in-person requests and within 7 days for mailed requests.

4. Donor Records

- 4.1 All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.
- 4.2 No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.
- 4.3 Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors.
- 4.4 donor records shall be made available to the board when requested..

5. Future Policy

- 5.1 This policy, approved by the trustees of the Charity on **November 19th 2020**, will be reviewed annually to ensure that it continues to meet the objects of the Charity.