

Insurance Review and Sundry Items

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Introduction

This document contains information that the board shall review on an annual basis, including:

- Director and Officer conflict of interest statements
- Compensation arrangements and benefits
- Partnerships, joint ventures, and arrangements with management organizations
- Director and officer roster
- Roster of officers and directors
- Mission and vision statements
- Document Retention and Destruction Policy
- Insurance

Statement of Board Requirements

Resolutions approved by GiveWell's Board of Directors state the following:

1. Conflict of interest statements
Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
 - a. has received a copy of the conflicts of interest policy,
 - b. has read and understands the policy,
 - c. has agreed to comply with the policy, and
 - d. understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

2. Periodic Review

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Past board precedent also requires the GiveWell board to annually review GiveWell's:

- Roster of directors and officers
- Mission and vision statements
- Document retention and destruction policy
- Insurance coverage

Review Materials

A. Management Statements

i. Conflict of interest forms

All directors and officers have been provided with conflict of interest statements for 2019. These statements have been returned for review and are attached to this document as Appendix A.

ii. Compensation

We maintain that compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.

iii. Partnerships, joint ventures, and arrangements with management organizations:

We have no noteworthy partnerships, joint ventures, or arrangements with management organizations

B. Roster of officers and directors and board committees

Officers

President	Elie Hassenfeld
Vice President	Natalie Crispin
Treasurer	Natalie Crispin
Vice Treasurer	Whitney Shinkle
Secretary	Whitney Shinkle

Directors

Chair	Tim Ogden
Vice Chair	Holden Karnofsky
Director	Cari Tuna
Director	Elie Hassenfeld
Director	Julia Wise

Board Committees

Audit Committee members

Tim Ogden

Holden Karnofsky

Julia Wise

C. Mission and vision statements

Mission: We find outstanding giving opportunities and publish the full details of our analysis to help donors decide where to give

Vision: A world in which donors reward effectiveness in improving lives.

D. Document Retention and Destruction Policy

See Appendix B

E. Insurance

[REDACTED]

APPENDIX A: Conflict of Interest Statements

Appendix B: Document Retention and Destruction Policy

Clear Fund Document Retention and Destruction Policy

Policies and Controls

Records will be maintained for the periods sufficient to satisfy IRS regulations, federal grant requirements, if applicable, federal, state and local laws, and other legal needs as may be determined.

Record retention

Clear Fund's records are retained, in either electronic or paper format, according to the schedule below, in compliance with government, legal, and funders' requirements. When there is a conflict between federal, state and local record retention requirements, the longer retention period prevails. Certain important records, as determined by the Board, will be retained permanently, even if their retention is not required by law.

Record destruction

Once the retention period has expired, The Clear Fund may destroy the records in a manner that preserves the confidentiality of its contents. The Board of Directors approves all destruction of records prior to commencement. Record destruction is performed under the direction of the Executive Director, who is responsible for maintaining all Certificates of Destruction.

Upon receipt of any legal notice, all record destruction will cease until the end of the investigation, if any.

Review of policy

Record retention requirements are reviewed annually with the Board and independent auditors to determine any necessary changes.

Type of Document	How Long to Retain (Electronic Format)
Accounting	
Accounts payable ledgers	Indefinitely
Accounts receivable ledgers	Indefinitely
Annual reports	Indefinitely
Annuity gift agreements	Indefinitely
Audited financial statements	Indefinitely
Bank deposit records	Indefinitely
Bank reconciliations	Indefinitely
Bank statements	Indefinitely

Canceled checks (ordinary)	Indefinitely
Canceled checks (taxes, property and important payments)	Indefinitely
Contributions/donations/grants (unrestricted)	Indefinitely
Contributions/donations/grants (temporarily restricted)	Indefinitely
Contributions/donations/grants (perm. restricted/endowment)	Indefinitely
Expense analyses/distribution schedules	Indefinitely
Fixed asset records, appraisals, depreciation schedules	Indefinitely
Internal audit reports	Indefinitely
Invoices (to customers/from vendors)	Indefinitely
Life income agreements	Indefinitely
Physical inventory records	Indefinitely
Purchase orders	Indefinitely
Requisitions	Indefinitely
Shipping and receiving reports	Indefinitely
Subsidiary ledgers	Indefinitely
Tax returns (IRS form 990) and worksheets	Indefinitely
Uncollectable accounts and write-offs	Indefinitely
Vouchers for payment to vendors, employees and others	Indefinitely
Withholding tax statements (W4's)	Indefinitely
Corporate	
Charters, constitutions, bylaws	Indefinitely
Contracts, mortgages, notes and leases (expired)	Indefinitely
Contracts still in effect	Indefinitely
Deeds, mortgages, bills of sale	Indefinitely
Incorporation records, 501(c)(3) determination	Indefinitely
Labor contracts	Indefinitely
Loan documents, notes	Indefinitely
Licenses	Indefinitely
Minutes from board meetings	Indefinitely
Patents and related papers	Indefinitely
Trademark registrations and copyrights	Indefinitely
Personnel	
Employment applications (not hired)	Indefinitely

Garnishments	Indefinitely
I-9's (after termination)	Indefinitely
Payroll records and summaries	Indefinitely
Personnel files (after termination)	Indefinitely
Retirement and pension records	Indefinitely
Time sheets	Indefinitely
Insurance	
Accident reports and claims	Indefinitely
Fire inspection reports	Indefinitely
Group disability reports	Indefinitely
Insurance records (expired contracts)	Indefinitely
OSHA logs	Indefinitely
Worker's compensation documentation	Indefinitely
Other documents	
Other documents as required by law	Indefinitely