



west virginia department of environmental protection

Watershed Improvement Branch
601 57th Street, SE
Charleston, WV 25304

Jim Justice, Governor
Austin Caperton, Cabinet Secretary
<http://www.dep.wv.gov/nonpoint>

Financial History Checklist

Mailing address

Organization

<u>Completed</u>	<u>Date Required</u>	<u>Description</u>
_____	_____	Financial statements-2 years
_____	_____	Bank statements-12 months
_____	_____	Financial management procedures and chart of accounts
_____	_____	Internal control procedures
_____	_____	Procurement process
_____	_____	Annual budget documents
_____	_____	Board of Directors Charter
_____	_____	Minutes of last six board _____ meetings
_____	_____	FEIN number _____
_____	_____	DUNS number _____
_____	_____	W-9 form _____

Date

Signature/Title

Note: The information above must be verified by a regional Basin Coordinator or another designee from WVDEP's Watershed Improvement Branch.