



**Pikes Peak BEST**  
**(Boosting Engineering, Science, and Technology)**

# **Public Reporting and Transparency Policy**



### Revision History

<b>Rev</b>	<b>Date</b>	<b>Impact</b>	<b>Summary of Changes</b>
Ver 01	May 18, 2020	Major	Initial release
Ver 01	May 21, 2020	Major	Adopted by Board

## I. Purpose:

1. Pikes Peak BEST believes in transparency and accountability to its constituents and the public by making available information on Pikes Peak BEST's governance structure, governance policies and documents, financial condition as reflected in audited financial statements, and major programs.
2. This policy implements Internal Revenue Service requirements regarding public disclosure of Pike Peak BEST IRS form 1023 exemption application and annual reporting IRS forms, when and if it becomes applicable.

## II. Information Available to the Public

Pikes Peak BEST shall post on its website and make available upon request the following information and documents in a timely manner (a timely manner is defined as no longer than 5 business days):

1. Governance Documents, including:
  - a. A list of the current officers and directors of Pikes Peak BEST
  - b. Articles of Incorporation
  - c. Bylaws
  - d. Charters of Standing Committees – Executive Committee, Governance and Nominating Committee, and Finance and Audit Committee
  - e. Code of Ethics
  - f. Conflict of Interest Policy
  - g. Public Reporting and Transparency Policy
2. Financial and IRS documents, if completed and filed:
  - a. IRS form 1023 exemption application
  - b. IRS form 990 and 990T
  - c. Audited financial statements

## III. Delegation of Authority for Website Management

Pikes Peak BEST may delegate to a third party or committee the authority to manage the Pikes Peak BEST website in accordance with this policy and with the further objectives of informing the public and concerned parties of Pikes Peak BEST's major activities and programs and providing information that supports the Pike Peak BEST mission.



This work was derived from a document published by the Montana Nonprofit Association.  
Works were modified to fit specific needs and requirements of Pikes Peak BEST.