

Official Name: The Coleridge Initiative, Inc.

Official Address: 4445 Willard Avenue, Suite 600, Chevy Chase, MD 20815

Phone Number: (929) 955-0705

Incorporated in Delaware, June 12, 2018

Number of Employees (May 2021): 27 FTE

Federal EIN: 83-0963735

DUNS Number: 064481411

NAICS Code: 813319

SAM: Enrolled in System for Award Management

Fiscal Year: January 1 through December 31

Financial Management System: Bookkeeping and Accounting is outsourced to Jitasa (<https://www.jitasagroup.com/>). Jitasa is a full-service accounting firm following GAAP and handling hundreds of large nonprofit organizations, with robust internal controls and staff CPAs.

Accounting Platform: Quickbooks Online

Time and Effort Tracking: The Coleridge Initiative tracks all time spent by staff on a project and task basis using a DCAA-compliant software platform called BigTime. Time tracking is integrated with the accounting system, and timecards are reviewed and reconciled every month.

Human Resources: The Coleridge Initiative uses BambooHR for human resources record keeping and personnel management.

Audit: The Coleridge Initiative has not yet been audited, as 2020 is the first full year of operations since becoming independent of New York University. An audit will be completed in May 2021.

IRS Tax Form 990: The required federal tax form 990 will be completed in May 2021.

Policies, controls and procedures include:

- Financial management of all funds provided, with full record-keeping, monthly reconciliation, and appropriate allocation of G&A costs.
- Appropriate control and accountability of project funds.
- A human resources information system that includes policies on leave, time and attendance, pay rates, benefits, discrimination and conflicts of interest.
- Accrual-based accounting and cash-flow management.
- Written travel policies.
- Equipment inventory to identify purchase date, cost, location, vendor and disposition.