



Corporation
for Public
Broadcasting

CPB Compliance Alert

October 2015

Discrete Accounting & Website Transparency Audits

The Corporation for Public Broadcasting’s (CPB) Office of Inspector General (OIG) is conducting limited scope audits that focus on specific areas of compliance. These audits examine whether stations have:

- complied with CPB’s discrete accounting requirements;
- posted the required documents on their websites;
- expended restricted funds on national programming; and
- met the provisions of the Communications Act of 1934, 47 U.S.C. §396, et seq.

Please make sure your station complies with these requirements. Below are some guidelines to help.

Website must include:

CAB member names	Audited financial statements
Open Meeting notices	Diversity statement: including results from past 2-3 years
IRS form 990 or equivalent	Executive staff: names, titles, and phone/email addresses
Local Content and Services Report	Instructions on where to find the station’s annual financial reports

Communications Act Requirements:

Open Meeting Announcements	<i>7 days’ advance notice: website, newspaper, etc.</i>
Open Meeting Policy Announcements	<i>3 consecutive days each quarter</i>
Closed Meetings	<i>Document reasons for closing within 10 days; make available to public via website or other medium</i>
Open Financial Records	<i>Post audited financial statements on website; make Employment Statistical Report, AFR/FSR, and interim and final financial reports, for CPB awarded grants, available to public via website or other medium</i>
Community Advisory Board	<i>Keep attendance and meeting notes</i>
Employment Statistical Report	<i>Available at central office and locations with 6 or more employees</i>
Donor Information	<i>Safeguard donor data; periodically remind ongoing donors who consent to disclosure of personal data of their right to withdraw consent</i>

CPB will periodically issue alerts addressing important compliance issues: <http://cpb.org/stations/certification/>. Submit questions to: jlivesay@cpb.org.