

Quick Reference Guide: How Revised *Standards and Practices* Compare to the Previous Edition

2004 Revisions

2001 Edition

Standard 1: Mission..... **Standard 1: Purpose and Goals**

1A Mission.....	1A Clear Statement of Purpose and Goals
1B Planning and Evaluation.....	1B Consistency with Purpose and Goals
1C Outreach	New
1D Ethics.....	New

Standard 2: Compliance with Laws..... **Standard 4: Basic Legal Requirements**

2A Compliance with Laws.....	4D Reporting Requirements
2B Nonprofit Incorporation and Bylaws.....	4A Nonprofit Incorporation
2C Tax Exemption	4B, 4C Tax Exemption / Retaining Tax-Exempt Status
2D Records Policy	New
2E Public Policy.....	New

Standard 3: Board Accountability..... **Standard 2, 13: Board Accountability / Board Approval of Transactions**

3A Board Responsibility.....	2A Basic Legal Standards of Behavior
3B Board Composition	3C Board Size and Diversity
3C Board Governance.....	2B, 2C Informed Participation / Board Meetings
3D Preventing Minority Rule.....	2D Preventing Minority Rule
3E Delegation of Decision-Making Authority	2E Delegation of Decision-Making Authority
3F Board Approval of Land Transactions.....	13A, 13B, 13C Opportunity for Board Action for Every Land Transaction / Accurate and Sufficient Information / Authority Delegated to Committee or Staff

Standard 4: Conflicts of Interest..... **Standard 3: Conflict of Interest**

4A Dealing with Conflicts of Interest.....	3A Dealing with Conflicts of Interest
4B Board Compensation	3B Board Compensation
4C Transactions with Insiders.....	New

Standard 5: Fundraising..... **Standard 5: Fundraising**

5A Legal and Ethical Practices	5A, 5E Charitable Solicitation Laws / Reasonable Fundraising Costs
5B Accountability to Donors	5B Donor Notification of Deductibility
5C Accurate Representations	5C, 5D Accurate Representations / Use of Funds as Specified
5D Marketing Agreements	New

Standard 6: Financial and Asset Management.....

Standard 6: Financial and Asset Management

6A Annual Budget	6A, 6B, 6C Annual Budget / Budget Reflects Goals and Purposes / Revenue is Greater than Expenses
6B Financial Records.....	6F Clear, Complete, and Accurate Financial Records
6C Financial Reports and Statements	6G Frequency and Form of Financial Reports and Statements
6D Financial Review or Audit	6H Annual Audit

6E Internal System for Handling Money	6E Internal System for Handling Money
6F Investment and Management of Financial Assets and Dedicated Funds	6I Investment and Management of Financial Assets and Dedicated Funds
6G Funds for Stewardship and Enforcement	New
6H Sale or Transfer of Assets (Including Land and Easements).....	6J Sale or Transfer of Assets (Including Land)
6I Risk Management and Insurance.....	6K Risk Management and Insurance

Standard 7: Volunteers, Staff and

Consultants	Standard 7: Staff, Consultants, and Volunteers
7A Capacity	7A, 7E Knowledgeable, Dependable Assistance / Evaluating the Need for Staff
7B Volunteers	7C Managing Volunteers
7C Staff	New
7D Availability of Training and Expertise.....	7B Availability of Training and Expertise
7E Board/Staff Lines of Authority.....	7F Board/Staff Lines of Authority
7F Personnel Policies	7G Personnel Policies
7G Compensation and Benefits.....	New
7H Working with Consultants	New

Standard 8: Evaluating and Selecting

Conservation Projects	Standards 8, 9, 10: Selecting Projects / Choosing the Best Conservation Method / Examining the Property
8A Identifying Focus Areas	8D Identifying High-Priority Projects
8B Project Selection and Criteria.....	8A, 8B Project Selection Process and Criteria / Consistency of Transactions with Goals and Purposes
8C Federal and State Requirements	New
8D Public Benefit of Transactions	8C Public Benefit of Transactions
8E Site Inspection	10A Doing a Basic Site Inspection
8F Documenting Conservation Values	10B Identifying Conservation Resources
8G Project Planning	New
8H Evaluating the Best Conservation Tool.....	9A, 9B Selecting the Best Conservation Tool / Informing the Landowner of Conservation Options
8I Evaluating Partnerships	New
8J Partnership Documentation	New
8K Evaluating Risks	10E Risk/Benefit Assessment
8L Nonconservation Lands	New
8M Public Issues	New

Standard 9: Ensuring Sound

Transactions	Standards 10, 11: Examining the Property / Ensuring Sound Transactions
9A Legal Review and Technical Expertise.....	11A, 11B Technical Expertise / Legal Review of Every Transaction
9B Independent Legal Advice.....	11C, 11D Independent Legal Advice for All Parties / Don't Give Legal Advice

9C Environmental Due Diligence for Hazardous Materials	10C Environmental Due Diligence for Hazardous Materials
9D Determining Property Boundaries.....	10D Determining Property Boundaries
9E Easement Drafting	New
9F Documentation of Purposes and Responsibilities	11E, 11F Clear, Documented Understanding of Purposes and Uses / Clear Understanding of Roles, Rights and Responsibilities
9G Recordkeeping	11G Recordkeeping
9H Title Investigation and Subordination	11H Title Investigation
9I Recording.....	11I Recording
9J Purchasing Land	11J Justifying Acquisition Price / Appraisal
9K Selling Land or Easements.....	11K Justifying Selling Price
9L Transfers and Exchanges of Land	New

Standard 10: Tax Benefits	Standard 12: Tax Benefits
10A Tax Code Requirements.....	12A Tax Code Requirements for Conservation Easement Donations
10B Appraisals.....	12B Appraisal/Substantiation of Charitable Gifts of Real Property
10C No Assurance on Donor Deductibility or Tax Benefits	12D No Assurances on Deductibility or Tax Benefits
10D Donee Responsibilities — IRS Forms 8282 and 8283.....	12C Donee Responsibilities — IRS Forms 8283 and 8282

Standard 11: Conservation Easement

Stewardship	Standard 14: Conservation Easement Stewardship
11A Funding Easement Stewardship	14A Easement Stewardship Funding
11B Baseline Documentation Report.....	New
11C Easement Monitoring	14B Easement Monitoring
11D Landowner Relationships.....	14C Landowner Contact
11E Enforcement of Easements	14D Enforcement of Easements
11F Reserved and Permitted Rights and Approvals	New
11G Contingency Plans/Backups.....	14E Contingency Plans/Back-ups
11H Contingency Plans for Backup Holder.....	New
11I Amendments	New
11J Condemnation	New
11K Extinguishment	New

Standard 12: Fee Land Stewardship.....	Standard 15: Land Stewardship
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12A Funding Land Stewardship	15A Financing Land Stewardship
12B Stewardship Principles	New
12C Land Management.....	15C Land Management Plan
12D Monitoring Land Trust Properties.....	15B Monitoring Land Trust Properties
12E Land Stewardship Administration	15D Land Stewardship Administration
12F Community Outreach.....	15E Community Relations
12G Contingency Backup	15F Contingency Back-up
12H Nonpermanent Holdings	New
12I Condemnation.....	New