

The Powell Foundation Nonprofit Governance and Financial Management Questionnaire

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Please attach a list of your Board of Directors including each board member's occupation.

Please check the following areas that apply:

Does the Board approve: \_\_\_ budget; \_\_\_ monthly financials; \_\_\_ contracts; \_\_\_ accounting procedures; \_\_\_ HR policies; \_\_\_ fundraising procedures; \_\_\_ audit?

Does the Board engage an outside CPA firm for: \_\_\_ bookkeeping; \_\_\_ general accounting; \_\_\_ 990 filing; \_\_\_ audit?

Does the Board maintain accurate and up to date minutes identifying all major decisions and key discussions? (Please attach the most recent copy) \_\_\_\_\_

Strategic planning:

Does the Board have a strategic plan in place \_\_\_ yes \_\_\_ no? When was it last updated (year) \_\_\_\_? Are plan goals measured and revised: \_\_\_ monthly; \_\_\_ quarterly; \_\_\_ annually; \_\_\_\_\_ other?

Recruitment:

How are board members recruited?

\_\_\_\_\_ other board members; \_\_\_\_\_ as needed; \_\_\_\_\_ annual recruitment process; \_\_\_\_\_ on-going recruitment process; \_\_\_\_\_ other.

Do you have a formal board orientation process \_\_\_ yes \_\_\_ no? If yes, is it offered: \_\_\_\_\_ as needed throughout the year; \_\_\_ annually; \_\_\_\_\_ other?

Checks and Balances:

What procedures do you have in place to ensure accountability and transparency?

\_\_\_\_\_ a conflict of interest policy; \_\_\_\_\_ statement of ethical practice; \_\_\_\_\_ financial checks and balances (please describe) \_\_\_\_\_

What kind of oversight is provided to ensure that all legal obligations related to finances are executed and completed in a timely manner? \_\_\_\_\_

How diverse is your organization's funding base? Please indicate approximate percentages \_\_\_\_\_ government grants; \_\_\_\_\_ individual gifts;

\_\_\_\_\_ corporate grants; \_\_\_\_\_ foundation grants; \_\_\_\_\_ board member.

Is there a long-term fundraising strategy with clear goals in place? \_\_\_\_\_ How often are these goals reviewed: \_\_\_\_\_ monthly; \_\_\_ quarterly; \_\_\_\_\_ annually?