

FINANCIAL SELF-ASSESSMENT

Nonprofit financial health is not a matter of endowment balances or grant size. Even nonprofits with large budgets must manage their resources to provide services effectively and to remain accountable to the public. Financially healthy nonprofits of all sizes are committed to a culture of accountability and financial management best practices. Use this checklist to assess your organization's financial management practices and identify areas for improvement.

ORGANIZATION: _____

Prepared by: _____

Date: _____

	STRONG	GOOD	WEAK, BUT IMPROVING	WEAK, NOT IMPROVING	UNKNOWN
1. Board members clearly understand their roles and responsibilities for financial health.					
2. Board receives and reviews complete financial information at every meeting.					
3. A computerized accounting/recordkeeping system is maintained.					
4. Qualified and knowledgeable staff or volunteer responsible for accounting records.					
5. All staff understand their responsibilities regarding the financial systems.					
6. Process in place to develop a well-considered and realistic budget.					
7. Budget is reviewed by the board and approved before the fiscal year begins.					
8. Organization routinely budgets for an unrestricted operating surplus.					
9. Financial reports are prepared in an accurate and timely manner.					
10. Staff and board regularly compare financial results to budgets.					
11. Regularly plan for adequate cash balances, including cash flow projections and monitoring.					

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12. Maintain cash balances or reserves appropriate for the organization (minimum 30 days).					
13. Maintain a system for tracking restricted or designated funds.					
14. Payroll tax deposits are made when due.					
15. Organization is able to pay bills and make loan payments when due.					
16. Written financial policy in place including responsibility and authority for financial decisions.					
17. Adequate and appropriate internal controls are in place and maintained.					
18. Maintain a system for compliance with all required legal and funder reporting.					
19. Annual financial audit (or comparable annual review) completed and reviewed by board.					
20. Board and staff regularly review short-term and long-term plans and goals.					

WHO WE ARE

Nonprofits Assistance Fund’s mission is to build financially healthy nonprofits that foster community vitality.

Our financial experts help nonprofits strengthen their capacity to address unexpected events, finance new opportunities, and realize strategic goals. We fulfill our mission by helping you thrive.

Find out more about Nonprofits Assistance Fund’s loans, training, resources, and financial advice tailored for nonprofits at www.nonprofitsassistancefund.org.