

Yes	No	?	
			1. Are you meeting payroll, tax remittances, and other key financial obligations on time?
			2. Do you have at least 3 months of cash operating reserve?
			3. Do you maintain a cash flow projection covering at least the next 6 months?
			4. Do you monitor your "current ratio," the relationship between total current assets and total current liabilities?
			5. Do you monitor the time required to collect grants, pledged contributions, or program fees?
			6. Given the nature of your mission and financial strength, are you satisfied that your funding sources are diversified (e.g. among program fees, grants, donations, special events, unrelated businesses, investment income)?
			7. If funding is concentrated in any of the categories just listed, are you satisfied that there are an ample number of sources within such category?
			8. Do all board members make significant financial contributions to the organization?
			9. Is more than one-half of annual support typically free of donor/grantor restrictions?
			10. Is the total of cash and cash equivalents greater than temporarily restricted net assets, i.e. the unused balance of donor-restricted support?
			11. Is your board diversified, and by age in particular?
			12. Are you satisfied that along with the board that you watch for financial risks to the organization and manage risk through effective internal controls, risk avoidance, and insurance?
			13. Do you have a crisis plan for responding to unfavorable publicity about the organization?
			14. Is there someone that could step in quickly to take responsibility for your duties in the event of an unplanned absence?
			15. Do you feel you are fairly compensated for what you do, considering your skills, experience, and the compensation paid for similar services in your region?
			16. Are you taking care of yourself through regular time away, adequate daily rest, good diet, and exercise?
			17. Do you feel you have sufficient financial leadership skills needed for your position?
			18. Do you have regular and meaningful financial dialog with the board chair?
			19. If you serve on the board or other board committee with governing authority, are you a non-voting member?
			20. Do you feel that you and other managers are perceived as independent of your board in both fact and in appearance, including family and business relationships? (Be objective)?
			21. Is there personnel separation between accounting and cash receipt/disbursement functions?
			22. Is a budget developed with meaningful staff input and approved by the board before the start of the fiscal year?
			23. Do you receive financial statements with comparisons of budgeted and actual results at least quarterly?
			24. Are shared program, management, and fundraising costs assigned fairly and consistently?
			25. Do you feel comfortable "owning" the financial statements (i.e. you understand them in all major respects and feel confident that they are correct)?
			26. Do you have ready access to qualified accounting assistance?

		27. Is your applicable IRS Form 990 usually filed by the original due date?
		28. Do you write or approve the statement of program service accomplishments required for the IRS Form 990/990-EZ?
		29. Are you satisfied with the accuracy of your applicable IRS form 990 and that it paints a fair picture of the organization?
		30. Are all board members provided with a review copy of the IRS Form 990/990-EZ before it is filed with the IRS?