

*Wyoming Association of Nonprofit Organizations*  
Organizational Assessment Program  
**NONPROFIT CHECKLIST**

This comprehensive list of organizational systems and policies can be reviewed by governance and executive management to assess what systems and policies might need to be developed; however, not all items will apply to every organization.

Upon selection for an organizational assessment, the nonprofit will be asked to review the list and place a check mark next to each item below that has been completed and is useful to their organization. At least two weeks prior to the site visit, the nonprofit should submit to WANO three copies of the completed checklist, along with a list of board members, strategic plan, and annual operating budget.

During the site visit, the members of the resource team will consider those items that are not checked (as complete) and help the nonprofit prioritize any issues that should be addressed in the near future. The checklist can be a useful tool for nonprofits to revisit each year to help identify top priority items to complete for that year.

**LEGAL**

- Complete corporate records and retention policies
- Updated by-laws\*
- Incorporation and tax status documents
- Currently reviewed personnel policies
- Anti-discrimination practices
- Flexible benefit plan updates
- Membership roster\*
- (Other)

**GOVERNANCE**

- Current mission / vision / values statements\*
- Board member recruitment system
- Board member orientation system
- Board development and training strategies
- Attendance policies
- Membership and term limitation policies
- Organizational chart\*
- Chair and officer job descriptions\*
- Committee job descriptions\*
- Board member handbook
- By-law review policies
- Chief executive performance review process
- Board self-evaluation process
- Board calendar with meetings, events, activities and updates\*
- (Other)

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**PLANNING**

- Current strategic plan\*
- Strategic planning process
- Yearly operations plan, including staff work plans
- (Other)

**PROGRAM/EVALUATION**

- Description of programs\*
- Valid methods to assess client needs (focus groups, surveys, etc.)
- Established service outcomes to match client needs
- Established target indicators for each outcome
- Data collection methods for each target indicator
- (Other)

**HUMAN RESOURCES: PERSONNEL**

- Board-adopted personnel policies\*
- All personnel policies in a handbook to each staff member
- Performance appraisal system
- Professional development plans
- Team development plans
- Recruitment and orientation systems
- Job descriptions\*
- Diversity plan (for Board and staff)
- (Other)

**HUMAN RESOURCES: VOLUNTEER MANAGEMENT**

- Recruitment system
- Orientation system
- Management and retention system
- Recognition strategies
- Record system
- (Other)

**FINANCE**

- Board-adopted fiscal policies\*
- Board-approved fiscal year budget\*
- Fundraising / Development plan\*
- Financial procedures / internal controls manual
- Inventory system
- Depreciation schedules
- Cash flow analysis system
- Partial or full accrual accounting system
- Monthly/quarterly financial statements with balance sheet
- Yearly audit or outside review
- Program analysis system
- Tax and other reporting schedules

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- Payroll record system
- (Other)

**MARKETING & PUBLIC RELATIONS**

- Communications plan, including Web usage\*
- Annual reports
- Other regular communications strategies to stakeholders
- Agency brochures / videos
- Media relations strategies
- Marketing plan\*
- (Other)

**INFORMATION MANAGEMENT & TECHNOLOGY**

- Client/program records
- Volunteer records
- Personnel records
- Financial records
- Donor and contributor contract records
- Mailing lists
- Operations manual containing work flow descriptions
- Inventory of computer hardware, software, peripherals, etc.
- Technology plan\*
- Regular backups of computer disks (one copy stored offsite)
- Disaster recovery plan (one copy stored offsite)
- (Other)

**INSURANCE**

- Risk management policies
- Office liability coverage
- Volunteers covered in office liability
- Workers compensation
- Disability insurance
- Assessment of need for professional liability coverage
- Assessment of need for director and officer liability
- Assessment of need for dishonesty bonding
- Contingency plans for replacing key personnel
- (Other)

**FACILITIES**

- Fire and other emergency procedures
- Accessibility for differently abled
- Sufficient, safe and secure space
- Appropriate signage
- (Other)

\* Submit documents (if available) with check list