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SELF-ASSESSMENT TOOL FOR NONPROFIT ORGANIZATIONS

Directions : Rate the degree to which your organization has achieved the stated goal.

I. Financial Planning/Budget

	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
1. The Organization prepares an annual comprehensive budget which includes all revenues and expenses.				
2. The budget is approved by the board of directors.				
3. Executives and staff play an active role in developing the budget and the budget is realistic.				
4. Management and the board of directors regularly review actual results compared to the budget and discussion ensues regarding variances.				
5. The Organization has a plan for future capital expenditure needs.				
6. Annually, the Organization reviews its insurance policies for adequate coverage.				
7. The Organization has a cyber security insurance policy.				

II. Internal Controls

	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
1. The Organization has written policies and procedures for all accounting processes.				
2. Written accounting policies and procedures are reviewed annually for possible changes and/or updates.				
3. Actual policies and procedures taking place follow the written policies and procedures.				
4. Adequate segregation of duties is achieved:				
a. All purchases are approved by someone not involved in making disbursements and approval is documented and retained.				
b. Policies and procedures exist for purchasing authority of all positions.				
c. Review of bank reconciliations is performed by someone who does not prepare payroll or make deposits and record receipts.				
d. Payroll journals are regularly reviewed by someone who does not prepare payroll or make changes to pay rates.				
e. Written authorization is documented for all disbursements.				
f. Written authorization is required and documented for all new hires and pay rate changes.				
g. Timesheets are approved by supervisors.				
h. Employee reimbursement requests include support for all expenditures and are approved by supervisors.				
i. Executive director reimbursement requests include support for all expenditures and are approved by a member of the board of directors.				
j. Support is retained for all credit card charges.				
k. Credit card charges are approved by a supervisor or member of the board of directors.				
l. Checks are restrictively endorsed upon receipt.				
m. Deposits of cash are dual counted and not taken to the bank by the individual accepting the cash.				

III. Recordkeeping

	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
1. If cloud-based software is not used, backups are made daily to a cloud location or taken offsite.				
2. Appropriate electronic and physical security procedures are utilized to protect the integrity of accounting records.				
3. Support for all donations, grants and awards is maintained.				
4. Support for all general journal entries is documented.				

IV. Reports and Monitoring

	Don't Know	Inadequately Achieved	Partially Achieved	Fully Achieved
1. Monthly financial statements are prepared on a timely basis.				
2. Restricted contributions received and used are tracked.				
3. A 12-month cash flow projection is maintained.				
4. The executive director and treasurer review the financial reports thoroughly.				
5. Unexpected variances to budget are investigated.				
6. The board of directors receives monthly financial reports.				
7. The annual Form 990 is filed in a timely manner.				
8. Accounts and pledges receivable are monitored for collectability.				
9. The Organization does not use restricted funds to subsidize ongoing operating expenses.				
10. The Organization values and records in-kind donations, including donated use of space and donated professional services.				
11. The Organization has a conflict of interest policy that is signed annually by the members of the board of directors.				
12. The Organization has a document retention and destruction policy.				
13. The Organization has a gift acceptance policy, if applicable.				