FINANCE

Financial capacity enables organizations to pursue their mission and fulfill their roles, while giving them the wherewithal to seize opportunities and react to unexpected threats. Financial capacity is complex – it includes the ability to generate and administer funds, while on the other hand includes the instruments and mechanisms that structure the relationship between the organization and the funder (Canadian Council on Social Development, 2003). The concept of resources is arguably the most central aspect of financial capacity because it can affect so much of what an organization is able to undertake and achieve (The Urban Institute, 2001).

Please circle YES or NO for each question.

Basic Accounting		
Does the organization have current audited financial statements?	YES	NO
Has there been a financial audit completed since the last review?	YES	NO
Does the organization audit their finances no less than annually?	YES	NO
Does the organization have a balanced financial statement?	YES	NO
Does the operating budget include costs for all initiatives?	YES	NO
Does the operating budget account for all sources of revenue?	YES	NO
Organization Funding Sources		
Does the organization have other funders (revenue diversification)?	YES	NO
Does the United Way fund less than 40% of the initiative?	YES	NO
Has the initiative secured funding for the next three years?	YES	NO
Does the organization have a reserve fund?	YES	NO
Does the organization have a minimum of three months cash on hand for sufficient operating costs?	YES	NO
Financial Management		
Does the organization have a fiscal procedural manual?	YES	NO
Does the organization have a policy in place for payroll?	YES	NO
Does the organization have a policy in place for investments?	YES	NO
Does the organization have a policy in place for consultants?	YES	NO
Are policy review schedules outlined within the existing policies?	YES	NO
Does the organization have a Chief Financial Officer?	YES	NO
Does the organization have by-laws that outline the responsibilities of the treasurer?	YES	NO
Does the organization have a board finance subcommittee?	YES	NO
Does the organization create a financial analysis for the board's review?	YES	NO
Does the organization create a financial analysis for the board's	YES	NO

review at least quarterly?		
Does the organization have a procedure for unrestricted funds?	YES	NO
Does the organization’s annual report have a financial statement included?	YES	NO
Has the organization provided training to the board regarding financial management?	YES	NO

Notes: