

## Form G: Governance Inventory

Name of Applying Organization:

The following "Governance Inventory" is designed to be a tool to help applicants identify areas with which their board of directors might not currently be concerned, or areas wherein applicants might wish to consider operating more effectively.

For each of the items below check the appropriate box.

Our Board of Directors...	Satisfactory	Needs Work
<ul style="list-style-type: none"> <li>• Develops or reviews the mission for our organization.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensures organizational resources are dedicated to fulfilling our mission.</li> </ul>		
<ul style="list-style-type: none"> <li>• Developed and submitted OR regularly reviews our core organizational documents (by-laws).</li> </ul>		
<ul style="list-style-type: none"> <li>• Is informed and active in overseeing our operations and finances.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensures our organization obeys tax laws and safeguards our assets and furthers our mission.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensures our organization obeys all other applicable local, state and federal laws.</li> </ul>		
<ul style="list-style-type: none"> <li>• Is adequately sized and genuinely independent (not dominated by family, employees, or business partners).</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensures executive compensation is reasonable and that appropriate taxes are withheld and reported.</li> </ul>		
<ul style="list-style-type: none"> <li>• Has developed, implemented and annually reviews a conflict of interest policy for all board members and staff.</li> </ul>		
<ul style="list-style-type: none"> <li>• Has adopted a written policy on investments.</li> </ul>		
<ul style="list-style-type: none"> <li>• Has a fundraising policy that ensures all fundraising materials are accurate, truthful and candid.</li> </ul>		
<ul style="list-style-type: none"> <li>• Keeps written minutes of ALL board and committee meetings.</li> </ul>		
<ul style="list-style-type: none"> <li>• Has adopted and monitors a policy for document integrity, retention and destruction.</li> </ul>		
<ul style="list-style-type: none"> <li>• Has adopted a code of ethics for board, staff and volunteers.</li> </ul>		
<ul style="list-style-type: none"> <li>• Annually reviews financial statements and our Form 990 for accuracy.</li> </ul>		
<ul style="list-style-type: none"> <li>• Supports transparency and accountability for all financial reports and public information (1023, 990, etc.)</li> </ul>		
<ul style="list-style-type: none"> <li>• Are any board members staff, contractors, vendors, etc. related to other, board members, staff, contractors, vendors, etc.? If "yes," describe.</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>• Are any of your board members paid in any way by the organization, e.g. as staff, vendor, contractor, etc.? If "yes," provide details, including amounts paid during your most recent completed fiscal year.</li> </ul>	Yes	No