

Does Your Non-profit Have All of Its Documents in Order?

Kathleen Clayton, CPA, SGA Group, a guest on the Not-for-Profit eXchange radio show, provided us with this great information.

Does your non-profit have all of its documents in order? Here are the ones you should have on hand and up to date:

- Certificate of Incorporation
- IRS Determination Letter
- Mission Statement
- By-laws
- Tax Filings
- Charity Registrations
- Annual Report

Have you adopted the following policies?

- Document retention and destruction
- Executive Compensation
- Whistle Blower
- Conflict of Interest
- 990 Review
- Public Inspection
- Gift Acceptance

If not, here are some websites to help you develop them:

- BoardSource, www.boardsource.org
- National Council of Nonprofits, www.councilofnonprofits.org
- IdeaEncore, www.ideaencore.com
- ECFA Knowledge Center, www.ecfa.org/knowledgecenter.aspx?TopicCategoryID=11
- Independent Sector, www.independentsector.org
- Center for Nonprofits, www.njnonprofits.org

You can listen to Kathleen Clayton's July 12, 2011 radio show appearance at www.blogtalkradio.com/notforprofitexchange