Financial Process Review

This is a brief review of *basic* financial processes for small nonprofits and organizations.

The assessment is intended to be repeated yearly as part of an annual strategic planning cycle.

The assessment should be taken by the organization's executive director or other key leader.

Contents

I. General Information 1

II. Ratings 2

III. Comments (Optional) 2

I. General Information

Your Name	
Your Role in the Organization	
Date	

II. Ratings

Category	1 = Absolutely Not 2 = No 3 = Not Really 4 = Sort Of 5 = Yes 6 = Absolutely Yes! N/A = Not Applicable, Don't Know, or Doesn't Exist Circle the Rating						
1. Current Budget: Our organization has a current annual budget.	1	2	3	4	5	6	N/A
2. Multi-year Budget: Our organization has a projected multi-year budget.	1	2	3	4	5	6	N/A
3. Reserves: Our budget(s) include funds set aside for operating reserves.	1	2	3	4	5	6	N/A
4. Finance Committee: We have a finance team or committee that meets regularly to review our finances.	1	2	3	4	5	6	N/A
5. Access to Financials: We have at least two people on our team (board, staff, and/or bookkeeper) that have access to our financial records and know how to create reports.	1	2	3	4	5	6	N/A
6. Policies and Procedures: We have a financial policies and procedures document.	1	2	3	4	5	6	N/A
7. Board Oversight: The board provides effective oversight of our organization's financials.	1	2	3	4	5	6	N/A

III. Comments (Optional)

Provide additional comments that can strengthen the organization's financial processes.