

TECHNICAL ASSISTANCE NEEDS

Charitable Venture Foundation Assessment Form

Name of Organization _____

Program and Planning

1. Do you have a mission statement? Yes No
2. How many separate programs do you run? _____
3. How well do current programs address your mission? 1 2 3 4 5 (very well)
4. How often are programs evaluated for effectiveness by your Board? _____
5. Do you know how much each program costs? Yes No
6. Do you have a strategic plan which is currently in effect? Yes No
 - a. if yes, when was it implemented? _____
 - b. if yes, is the proposed project in the plan? Yes No
7. Do you have a work plan for the year? Yes No

Finances

8. Is your bookkeeping done by in-house staff? Yes No
 - a. if yes, is this person a trained bookkeeper? Yes No
 - b. if no, who keeps your books? _____
9. Do you receive an annual certified audit? Yes No
 - a. if no, why? _____
 - b1. if yes, did you receive a management letter last year? Yes No
(please enclose a copy)
 - b2. if yes, does your Board, Executive Committee, or Finance Committee
communicate annually with the auditors? Yes No
10. Do you use a computerized bookkeeping system? Yes No
11. Do you have written financial procedures for internal use? Yes No
12. How often does your Board receive and review an up-to-date financial report? _____
13. Do you have a credit line at a bank? Yes No

14. In the past three years, how much has total annual income differed from the amount budgeted?
 Plus Minus _____%
15. In the past three years, how much has total expenditure differed from the amount budgeted?
 Plus Minus _____%
16. Do you file annual returns with the IRS and the State Attorney General? ___ Yes ___ No

Organizational Documents

17. When was the last time your by-laws were reviewed? _____
18. When was the last time your by-laws were revised? _____
19. Do you have a written personnel policy? ___ Yes ___ No
 if yes: a. When was it last revised? _____
 b. When was it last reviewed by an independent attorney? _____
20. Do you have current job descriptions for all staff positions? ___ Yes ___ No

Board of Directors

21. Does your Board have a work plan for this year? ___ Yes ___ No
22. How many Board members do you have? _____
23. How many vacancies do you have on your Board? _____
24. How often does your Board have regularly scheduled meetings? _____
25. What is the average percentage of Board members attending the last three meetings? _____%
26. How many times during the past year have you had a Board meeting where a quorum was not present? _____
27. Does your Board have a committee structure? ___ Yes ___ No
 If yes, are all committees performing to the satisfaction of the entire Board? ___ Yes ___ No

Staff

28. Does your Board evaluate your Executive Director? ___ Yes ___ No
 If yes, how often? _____

