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| --- | --- | --- | --- | --- |
| **Rating \*** | **Financial Stability Assessment Indicator** | Met | **Needs Work** | N/A |
| E | The organization follows accounting practices which conform to accepted standards. |  |  |  |
| E | The organization develops an annual comprehensive operating budget which includes costs for all programs, management and fundraising and all sources of funding. This budget is reviewed and approved by the Board of Directors. |  |  |  |
|  |  |  |  |  |
| E | The organization prepares cash flow projections. |  |  |  |
|  |  |  |  |  |
| E | The organization reconciles all cash accounts monthly. |  |  |  |
| E | The organization has a review process to monitor that they are receiving appropriate and accurate financial information whether from a contracted service or internal committee. |  |  |  |
| R | The organization has a written fiscal policy and procedures manual and follows it. |  |  |  |
| E | The organization has documented a set of internal controls, handling of cash, deposits, approval of disbursements. |  |  |  |
| E | The organization has a policy identifying authorized check signers and the number of signatures required on checks. |  |  |  |
| E | All expenses of the organization are approved by a designated person before payment is made. |  |  |  |
| R | The organization has a written policy related to investments. |  |  |  |
| R | Capital needs are reviewed at least annually and priorities established. |  |  |  |
| R | The organization has established a plan identifying actions to take in the event of a reduction or loss in funding. |  |  |  |
| R | The organization has established, or is actively trying to develop, a reserve of funds to cover at least three months of operating expenses. |  |  |  |
|  |  |  |  |  |
| R | The organization has an annual, independent audit of their financial statements, prepared by a certified public accountant. |  |  |  |
| R | In addition to the audit, the CPA prepares a management letter containing recommendations for improvements in the financial operations of the organization. |  |  |  |
|  |  |  |  |  |
| R | The Board of Directors, or an appropriate committee, reviews and approves the audit report and management letter and with staff input and support, institutes any necessary changes. |  |  |  |
| E | The audit or review of the organization prepared annual report which includes financial statements, is presented at the Annual General Meeting of the organization. |  |  |  |
| A | Training is made available for board and appropriate staff on relevant accounting topics and all appropriate persons are encouraged to participate in various training opportunities. |  |  |  |
| **Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities** | | | | |

Reviewed by Board of Directors \_\_\_\_\_ (D) \_\_\_\_\_ (M) \_\_\_\_\_(Y)

Signature of President \_\_\_\_\_\_\_\_\_\_Signature of Treasurer\_\_\_\_\_\_\_\_\_\_