

Financial Management Self-Assessment¹

How financially health is your organization? Financially healthy nonprofits of all sizes are committed to a culture of accountability and financial management best practices. Use this checklist to assess your organization’s financial management practices and identify areas for improvement.

	Achieved	Not Achieved	Don’t Know
1. Board members clearly understand their roles and responsibilities for financial health.			
2. Board receives and reviews complete financial information at every meeting.			
3. Computerized accounting/recordkeeping system is maintained.			
4. Qualified and knowledgeable staff or volunteers are responsible for accounting records.			
5. All staff or volunteers understand their responsibilities regarding financial systems.			
6. A process is in place to develop a well-considered and realistic budget.			
7. Budget is reviewed by the board and approved before the fiscal year begins.			
8. Organization routinely budgets for a surplus.			
9. Financial reports are prepared in an accurate and timely manner.			
10. Staff and board regularly compare financial results to budgets.			
11. Appropriate reserves or cash balances are maintained (minimum 30 days).			
12. Payroll tax deposits are made when due.			
13. Organization is able to pay bills when due.			
14. Written financial policy includes responsibility and authority for financial decisions.			
15. Adequate and appropriate internal controls are in place and maintained.			
16. Organization maintains compliance with all legal (i.e. IRS) and funder reporting.			

¹ Adapted from “Financial Management Self-Assessment”, Nonprofits Assistance Fund, www.nonprofitsassistancefund.org.