

CORE OPERATING STANDARDS FOR NONPROFITS

Developed by the Alabama Association of Nonprofits, ACJF recognizes these standards as the attributes of healthy nonprofits.

NONPROFIT STATUS

	<u>YES</u>	<u>NO</u>
Does your organization have its 501(c)3 letter of determination from the Internal Revenue Service? Has your nonprofit timely filed your 990 annually, and is your organization in good standing with the IRS?	<input type="checkbox"/>	<input type="checkbox"/>

ORGANIZATIONAL ETHICS

Have all staff, board members, and volunteers of the organization agreed to act with honesty, integrity, and openness in their dealings with representatives of the organization?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization promote a work environment that values respect, fairness, and integrity?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization function autonomously under a local, voluntary governing board of directors of at least three voting members who are responsible for its administration and policies?	<input type="checkbox"/>	<input type="checkbox"/>

BOARD OF DIRECTORS

Does the board ensure the organization complies with appropriate accounting practices, as well as local, state, and federal laws?	<input type="checkbox"/>	<input type="checkbox"/>
Is the composition of the board of directors diverse?	<input type="checkbox"/>	<input type="checkbox"/>
Does the board include employees of the organization or relatives of employees?	<input type="checkbox"/>	<input type="checkbox"/>
Has the board determined the mission and vision of the agency in pursuit of public good?	<input type="checkbox"/>	<input type="checkbox"/>
Does the board meet a minimum of four times a year and keep recorded minutes of actions that are approved by the board?	<input type="checkbox"/>	<input type="checkbox"/>
Does the board approve an annual operating budget?	<input type="checkbox"/>	<input type="checkbox"/>
Does the board receive, at minimum, quarterly financial statements?	<input type="checkbox"/>	<input type="checkbox"/>
Are board members willing to invest their time, talents, and financial resources in advancement of the agency's mission?	<input type="checkbox"/>	<input type="checkbox"/>

EXECUTIVE DIRECTOR

Does the Executive Director have a clear understanding of the organization's mission?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Executive Director have both the passion and the ability to carry out the organization's goals?	<input type="checkbox"/>	<input type="checkbox"/>
Can the Executive Director articulate to others realistic goals and plans for the organization?	<input type="checkbox"/>	<input type="checkbox"/>
Does the board annually review the Executive Director's performance based on a written job description?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Executive Director's salary set and approved by the board?	<input type="checkbox"/>	<input type="checkbox"/>

OPERATIONAL MANAGEMENT

Does the organization operate from an annual budget that is realistic, with detailed expenses and revenue sources?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization use a system for financial reporting and review?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization apply adequate, appropriate accounting and control functions?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization implement service delivery plans?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization have adequate personnel/volunteers to deliver programs, activities, and services?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization utilize a standard system to report service numbers?	<input type="checkbox"/>	<input type="checkbox"/>

FUND DEVELOPMENT

Does the organization's management understand sources of revenue for nonprofit agencies?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization have a preliminary plan to raise funds for the organization from a variety of sources?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization have a board that is willing and able to raise funds?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization have a preliminary plan to sustain the organization and build its future?	<input type="checkbox"/>	<input type="checkbox"/>

Signature, Organization's Executive Director

Signature, Organization's Board President