

Standards for Excellence[®] Annual Checklist ***(Items That Require Attention Under Standards for Excellence[®])***

- ❑ Evaluate all programs, including measuring efficiency and effectiveness
- ❑ Maintain written board and committee minutes, as applicable
- ❑ Board reviews the percentage spent on program administration and fundraising annually
- ❑ Board reviews the executive director's performance annually
- ❑ Board reviews the executive director's compensation annually
- ❑ Board approves of the organization's budget annually
- ❑ Board approves the audited financial statements annually
- ❑ Board, staff, and volunteers should annually disclose potential and real conflicts of interest
- ❑ Employee performance evaluations are completed annually
- ❑ The Form 990 is sent to the IRS annually and the board reviews this
- ❑ An audit is performed by a certified public accountant (for organizations with revenue over \$500,000) annually
- ❑ Publish an annual report that includes a mission statement, information about the organization's programs, a list of the board and management staff, and financial information (specifically a summary statement of financial position and statement of activities)
- ❑ Follow the IRS and Pennsylvania Charitable Solicitations Act disclosure requirements on all funding solicitations and receipts
- ❑ Maintain at least a 3:1 ratio of dollars raised vs. the amount spent on fundraising
- ❑ Register with the Pennsylvania Department of State if employing a paid lobbyist
- ❑ Assure the accuracy and sufficiency of information for public education