

Introducing the 501cPro Toolkit 101

One of Nonprofits First's main services is assessment and accreditation of nonprofit organizations. Since 2005, Nonprofits First's Accreditation program has developed administrative standards, tools, templates, and real-world advice to help organizations meet key legal requirements and implement best practices that are important to funders and donors. Nonprofits First has developed the 501cPro Toolkit 101 to make these resources available to all nonprofit organizations.

The 501cPro Toolkit 101 is both a self-assessment tool (using a subset of the same questions and standards used in Accreditation) and a resource library which provides access on a subscription basis to the templates and tools that Nonprofits First has developed over the years.

The resources and standards in the Toolkit help organizations to:

- Create a solid foundation for organizational infrastructure
- Establish policies and procedures that comply with federal, state, local, and funder requirements
- Implement best practices for nonprofit management
- Promote a culture of professionalism, self-evaluation, and continuous improvement for staff and board
- Stay current with changes and trends in the nonprofit sector

Upon completion of the form an assessment of where your organization rates with regard to the Accreditation Standards is created for your use. In addition, access to the 501cPro Toolkit 101 comes with assistance via the 501cPro Email Helpline. The Helpline provides nonprofit organizations with access to the expertise of Nonprofits First's staff and network of Executive Volunteers. This provides even small organizations with the support of regionally and nationally recognized experts at a single, low cost.

Please feel free to contact me with any questions you may have or to schedule a live demonstration. I look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Susan H. Erichsen".

Susan H. Erichsen, Director of Accreditation
Serichsen@nonprofitsfirst.org 591.910.3892 (direct)

Summary of 501cPro Toolkit 101 Sections

Please note: the 501cPro Toolkit 101 is regularly reviewed and revised. Number of questions and resources is subject to change. Each section includes a summary document explaining the rationale behind the questions asked in that section.

Documentation & Reporting – Governing Documents

3 questions (with 6 sub questions)

17 links to statutes and related websites, informational resources, and sample policies

This section focuses on the organization's governing documents, often retained in an organization's Corporate Book.

- Articles of Incorporation
- Most recent IRS Form 990 (with extensions, if applicable)
- Florida Annual Report filed with FL Department of State, Division of Corporations
- Sales Tax Exemption
- Ad Valorem Tax Exemption
- Registration for Charitable Solicitation
- Bylaws
- Written document retention and destruction policy
- Written policy/protocol for disclosing pending or threatened lawsuits, claims, assessments

Board Governance

6 Questions (with 10 sub questions)

9 sample and informational resources and links

This section covers Board Manual basics, including:

- Written roles and responsibilities of Board members
- Nepotism Policy
- Conflict of Interest Policy
- A list of current Board members names and their areas of expertise
- Contact information for each Board member

The section also includes questions board composition and related parties, new member orientation, board meeting and bylaw review schedules, and components included in the board meeting packages and minutes.

Risk Management & Safety

10 questions (with 11 sub questions)

17 links to statutes and related websites, informational resources, and sample policies

This module reviews topics on organizational risk factors such as:

- Various insurance policies the organization may need.
 - Client confidentiality
 - Client Grievance Procedure.
 - File encryption and backup
 - Disaster preparedness manual
 - Policies and procedures related to accessibility and serving clients with disabilities
 - Current Business Tax Receipt
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Fundraising and Development

6 questions

10 links to statutes and related websites, informational resources, and sample policies

In this section we focus on the organization's compliance with laws, regulations, and best practices for fundraising, including:

- A written system to acknowledge gifts
 - Compliance with Federal and State income tax laws and regulations
 - Statutes related to charitable gambling and disclosures
 - Form 990 reporting
 - Use of professional fundraisers
 - Proper sponsorship acknowledgement
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Human Resources

20 questions (with 48 sub questions)

66 links to Federal and State laws and regulations, informational resources, and sample policies

This section includes links to Federal and State mandated and recommended postings.

It addresses key components of the Human Resources Policies and Procedure and/or Employee Handbooks, including:

- Conflict of Interest Policy
- Policy against Sexual and Other Harassment

- Nepotism Policy
- Drug Free Workplace Policy
- Workplace Violence policies
- Recruitment and Selection
- Hiring and Termination Processes
- Explanation of Benefits
- Standard work rules/Code of conduct
- Whistleblower Policy
- Policies related to youth employment

It also addresses key recommended components for employee files and records.

Independent Contractors/Consultants

6 questions

3 links to sample and informational resources

This section poses questions related to contract clauses and provisions, scope of work and payment, contract termination, and disbursement records.

Finance

14 questions (with 27 sub questions)

20 links to statutes and related websites, informational resources, and sample policies

This section covers questions about:

- Accounting Policies and Procedures manual
 - General ledger accounting and payroll systems
 - Annual budget process
 - Audited financial statements
 - Auditor's reports and management letters
 - Board Finance Committee
 - Financial packages provided to the Board
 - Form 990 and 990T filing
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Financial Controls and Audit Standards

14 questions (with 22 sub questions), particularly useful for organizations that have not had their internal control environment assessed by an outside party

This section covers questions about:

- Banking
 - Journals and ledgers
 - Budgeting
 - Revenues & Accounts Receivable
 - Accounts Payable
 - Payroll
 - Petty Cash
 - Procurement & Purchasing
 - In-kind or Non-cash Contributions
 - Travel Expenses
 - Property
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AGENCY 501c Pro Toolkit AGREEMENT

It is the purpose of this Agreement to outline the responsibilities of both the Agency and Nonprofits First as they relate to the 501c Pro Toolkit 101. Please read this document carefully, as it outlines your agency's rights, obligations, and duties regarding the product offered by Nonprofits First.

Nonprofits First's Accreditation program has developed administrative standards, tools, templates, and real-world advice to help organizations meet key legal requirements and implement best practices that are important to funders and donors. From this work we created the 501c Pro Toolkit 101.

The Agency wishes to gain access to the 501cPro Toolkit 101 as both a self-assessment tool (using a subset of the same questions and standards used in Accreditation) and the resource library which provides access on a subscription basis to the templates and tools that Nonprofits First has developed over the years.

The Agency understands that the 501c Pro Toolkit 101 is a self-assessment tool which includes up to 2 hours for any assistance that the Agency may require from Nonprofits First and can be accessed by the Agency for a period of one year.

No other expenses will be billed by Nonprofits First unless authorized in advance and in writing by the organization.

Acceptance

Agency Name: _____

EIN of Agency: _____

Name of Executive Director/CEO Printed: _____

Signature of Executive Director/CEO: _____

Email Address of Executive Director/CEO: _____

Date: _____

Additional Users

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Nonprofits First CEO Signature: _____

Date: _____