Introducing the 501cPro Toolkit

One of Nonprofits First's primary 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 legal requirements and implement best practices that are important to all stakeholders, most importantly funders and donors. Nonprofits First has developed the 501cPro Toolkit to make these resources available to all nonprofit organizations.

The 501cPro Toolkit 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 to over 90 templates and tools that Nonprofits First has developed for our nonprofit community.

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

In addition, access to the 501cPro Toolkit 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. Visit https://www.nonprofitsfirst.org/501c-pro-toolkit/ for more information.

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,

Susan H. Erichsen

Susan Erichsen
Director of Accreditation
serichsen@nonprofitsfirst.org
561.910.3892 (direct)
561.214.7435, ext.212 (office)

Summary of 501cPro Toolkit Sections

Please note: the 501cPro Toolkit is regularly reviewed and revised. The 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 and is a subset of a Category. The Categories include Governance, Finance, Personnel and Development.

Governance

Documentation & Reporting – Governing Documents

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

- Evidence of Incorporation in the State of Florida
- Articles of Incorporation
- Most recent IRS Form 990 (with extensions, if applicable)
- Florida Annual Report filed with FL Department of State, Division of Corporations
- D/B/A, Foreign Corporation Registrations
- Sales 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

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

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

Strategic Planning

This section addresses the strategic plan and recommended components:

- Statement of mission and goals
- Timelines for achieving the organization’s goals
- Assignment of persons responsible for each goal
- Resources identified as needed to achieve stated goals and objectives of the plan
- Periodic updates and minimum annual review

Risk Management & Safety

This module is comprised of six subsections:

Insurance
Questions address various insurance policies the organization may need.

Client Confidentiality and Quality Assurance
Questions about client files and confidentiality and a Client Grievance Procedure.

Technology and Cyber Security
Questions about computer security and backup file storage.

Disaster Planning & Recovery
Questions address the agency’s Disaster Preparedness and Recovery Manual, fire drills, and emergency contact information for employees.

Diversity and Accessibility
Questions address policies, assessments, and procedures for serving clients with disabilities.

Finance

Finance

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 filing
- Cash reserves

Financial Controls and Audit Standards

This section covers questions about:

- Banking
- Journals and ledgers
- Budgeting
- Revenues & Accounts Receivable
- Accounts Payable
- Petty Cash
- Procurement & Purchasing
- In-kind or Non-cash Contributions

Credit Card Policies and Transactions

In this section, we ask questions about credit card account reconciliation and approval, records of assigned users, charge documentation, receipts, credit card limits, cash back policies, and repercussions for improper use.

Debit Card Policies and Transactions

This section addresses similar information as requested in the credit card policies section but also ask about separation of debit card account(s) from other organizational funds, restrictions on transfer of funds from the debit card account into another account, limits on debit card transactions/transfers, staff who are authorized to replenish the debit account, and a statement of allowable purchases.

Personnel

Human Resources

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
- Hiring and Termination Processes
- Explanation of Benefits
- Standard work rules/Code of conduct
- Whistleblower Policy

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

Independent Contractors

In this section, we focus on the contract between any independent contractors and the organization. This includes items such as scope of work, contract provisions, required documentation, and disbursements.

Development

Fundraising and Development

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 and statutes related to charitable gambling and disclosures; and Form 990 reporting.

Volunteer and Intern Management

This section poses questions about policies and procedures governing volunteer and intern management, including:

- Recruitment
- Application and interview process
- Orientation and training
- Policy against sexual and other harassment
- Workplace rules
- Roles and responsibilities
- Monitoring and supervision
- Reimbursements
- Background screenings
- Volunteer files

NonprofitsFirst.

501c Pro Toolkit

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. 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 core legal requirements and implement best practices that are important to funders and donors. One of these products is the 501c Pro Toolkit.

The Agency wishes to gain access to the 501cPro Toolkit 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 is 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.

The Agency will be invoiced for any further assistance from Nonprofits First Staff at a rate of $85 per hour if the Agency is not a member and $75 per hour if the Agency is a member.

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

Acceptance

Agency Name:____

Signature of Executive Director/CEO:______________________________

Email Address of Executive Director/CEO:____________________________

Date:________________________________

Nonprofits First CEO Signature:__________________________________

Date:________________________________