

## Organizational Assessment Review

Kayak Consulting Group can help you reduce your organizational risks, manage your data and conduct a compliance review that evaluates the health of your business. Our 40 Point Organizational Assessment Review (OAR) will indicate if you have a healthy organization and can point out weaknesses or gaps.

Our initial evaluation reviews the commitments, required governmental filings, contingencies, and risks which face your organization. Kayak will then help you implement any changes necessary to ensure that your nonprofit is in optimal organizational health and enable your board to perform their governance role. Kayak's annual review will ensure that you maintain your course and remain in compliance.

Standard organizational practices that benefit from this examination, include:

- Reduction in exposure to litigation or legal liability;
- Compliance with state and federal tax and regulatory requirements;
- Enhancement of financial management, personnel and governing policies and procedures; and
- Preservation of key institutional data and documents.

An annual checkup is also an assessment tool for your organization. With it you can determine if:

- The basis of your work remains on a solid programmatic and financial footing;
- You have the capacity to expand or need to think about changing your mission and goals;
- The risks your organization faces are minimized;
- All critical documents and data are securely stored and up-to-date; and
- Your filing obligations have been met.

Our annual checkup of your organization will include a review of the following policies and procedures, as appropriate, to make sure that they are up-to-date and accurate:

### *Board and Governance Matters*

1. Board Handbook
2. Board Orientation and Training Procedures
3. Board Meeting Minute Books
4. Audit Committee Accountability
5. Banking, Investment & Financial Transaction Oversight
6. Strategic Planning and Mission
7. Code of Conduct
8. Data Security and Recovery Plan
9. Related Party Transaction Disclosures
10. Whistleblower Policy

### *Financial Management*

11. Accounting Policies/Procedures
12. Investment Policies
13. Purchasing Policies
14. Tax Exempt Status

### *Gifts, Grants and Contributions*

15. Fiscal Sponsorship Agreements
16. Fundraising Code of Conduct
17. Professional Fundraiser/Fundraising Consultant Contracts
18. Donor Acknowledgement Policies and Procedures
19. Grant Award Agreements

### *Tax and Compliance Filings*

20. IRS Filings (990, 990EZ, 990N)
21. Department of Labor
22. Department of Revenue
23. Local City or Town
24. Payroll Obligations and Filing
25. Retirement Plan Contributions
26. State Charitable Registration
27. State Annual Report
28. Grassroots and Direct Lobbying

### *Personnel Matters*

29. Job Descriptions
30. Personnel Policies
31. Performance Reviews
32. Union Contracts
33. Subcontractor Agreements
34. IRS W-2 / W-4 / W-9 Forms
35. IRS I-9 Forms
36. IRS 1099 Forms

### *Insurance Policies*

37. Directors and Officers
38. Property, Casualty and Liability
39. Health
40. Workers Compensation