

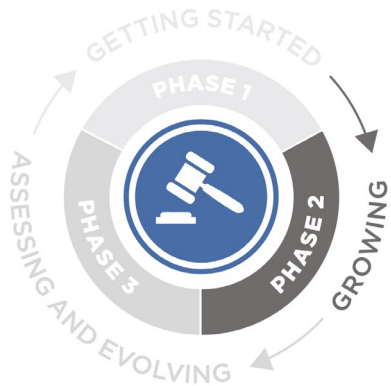
# GOVERNANCE

## Phase II: Stabilizing Governance



### Activity: Financial and Organizational Stability Assessment Checklist

| The community/organization thinks about and actively plans for the future  | Yes | No | In Progress | Maybe Later | N/A | Rank |
|--|-----|----|-------------|-------------|-----|------|
| Do you document your mission-driven goals and milestones on a regular basis?<br><i>Possible evidence: Strategic plan, logic model, documented goals</i>  |     |    |             |             |     |      |
| Do you measure progress toward these goals and milestones at least annually?<br><i>Possible evidence: Documented assessment of goals</i>   |     |    |             |             |     |      |
| The community/organization maintains control over and monitors its own finances  | Yes | No | In Progress | Maybe Later | N/A | Rank |
| Do you have access to and control over your bank account(s), budget, ledger/log of all receivables and expenditures, and any accounting software and/or bookkeeping environment?<br><i>Possible evidence: Review of each element</i> |     |    |             |             |     |      |
| Do you have a chart of accounts that details your categories of expenditures and receivables?<br><i>Possible evidence: Chart of accounts, account report demonstrating the use of the chart of accounts</i>                          |     |    |             |             |     |      |
| Do you create an officially approved annual operating budget for the community/organization each year?<br><i>Possible evidence: Annual budget developed by the community/organization that is approved by its governing body</i>     |     |    |             |             |     |      |
| Do you rectify your financial books at least quarterly with review and sign-off from a designated governing body representative(s)?<br><i>Possible evidence: Signed quarterly reports or other evidence of successful review</i>     |     |    |             |             |     |      |



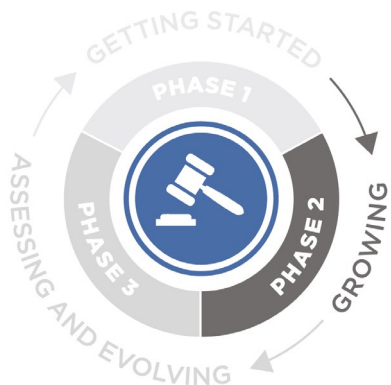
# GOVERNANCE

## Phase II: Stabilizing Governance



### Activity: Financial and Organizational Stability Assessment Checklist

| The community/organization maintains control over and monitors its own finances CONT.   | Yes | No | In Progress | Maybe Later | N/A | Rank |
|---|-----|----|-------------|-------------|-----|------|
| Do you have written financial policies that are adequate for the size and complexity of your community/organization and that include explicit internal controls?<br><i>Possible evidence: Accounting manual, policy documentation</i> |     |    |             |             |     |      |
| Do you have an annual independent audit or review conducted of your financial statements?<br><i>Possible evidence: Audit or Review documentation</i>  |     |    |             |             |     |      |
| Are there at least two, non-interdependent funding streams for the entity (e.g., memberships, subscriptions, services, grants, contracts, donations)?<br><i>Possible evidence: Documented revenue streams</i>                         |     |    |             |             |     |      |
| The community/organization understands, maintains, and communicates its legal and organizational identity(ies)  | Yes | No | In Progress | Maybe Later | N/A | Rank |
| Do you know how to describe your legal and organizational identity (e.g., incorporation, taxable status, charity status, etc.)?<br><i>Possible evidence: Official documentation as compared to self-description</i>                   |     |    |             |             |     |      |
| Do you clearly document your community/organization's legal and organizational identity(ies) such that community members and customers/clients understand what the legal entity can do and who has authority to speak for it?         |     |    |             |             |     |      |



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## Phase II: Stabilizing Governance

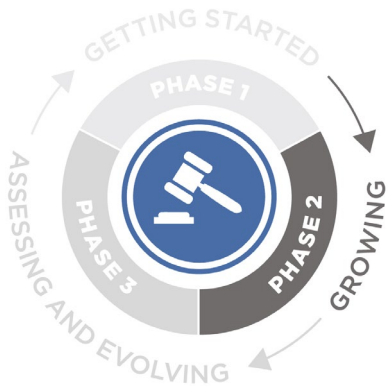


### Activity: Financial and Organizational Stability Assessment Checklist

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|--|--|--|--|--|--|--|
| <i>Possible evidence: Disclosure via Website or other public forum, contractual language</i>   |  |  |  |  |  |  |
| Do you engage a legal advisor and/or lawyer to review all contracts (both those you prepare and those you sign?)<br><i>Possible evidence: Legal representation</i> |  |  |  |  |  |  |

| The community/organization understands, maintains, and communicates its legal and organizational identity(ies) CONT.   | Yes | No | In Progress | Maybe Later | N/A | Rank |
|--|-----|----|-------------|-------------|-----|------|
| If you are not a free-standing organization but instead are hosted by another legal entity, do you transparently and publicly acknowledge this hosting relationship?<br><i>Possible evidence: Disclosure via Website or other public forum, contractual language</i> |     |    |             |             |     |      |
| If you are hosted by or housed within another entity, do you have a documented pathway for separation that can be enacted by your governance group?<br><i>Possible evidence: Documented separation pathway and trigger events</i>                                    |     |    |             |             |     |      |

| The community/organization clearly documents its succession plans  | Yes | No | In Progress | Maybe Later | N/A | Rank |
|--|-----|----|-------------|-------------|-----|------|
| Do you have a policy that describes how organizational ownership or responsibility may be transferred, and does this policy explicitly prohibit contracts/agreements to be reassigned without express permissions from community stakeholders?<br><i>Possible evidence: Documentation review</i> |     |    |             |             |     |      |



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## Phase II: Stabilizing Governance



### Activity: Financial and Organizational Stability Assessment Checklist

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Do your governance documents include a legal commitment to maintaining your organization's mission regardless of company ownership?<br><i>Possible evidence: Documentation review</i>               |  |  |  |  |  |  |
| Do you have a succession strategy that identifies entities that will steward products and services if or when your company ceases to operate?<br><i>Possible evidence: Succession documentation</i> |  |  |  |  |  |  |

| The community/organization clearly documents its sunseting and dissolution plans  | Yes | No | In Progress | Maybe Later | N/A | Rank |
|---|-----|----|-------------|-------------|-----|------|
| Do you have a financial reserve set aside that is adequate to cover sunseting costs?<br><i>Possible evidence: Documented financial reserve and sunset budget</i>  |     |    |             |             |     |      |
| Do you have a plan documenting what happens when your company ceases to operate?<br><i>Possible evidence: Documented sunset/dissolution plans</i>   |     |    |             |             |     |      |
| Do you document, test, and regularly update specific pathways for any user-owned or generated content to be migrated to another platform or service in the case of dissolution?<br><i>Possible evidence: Agreements with similar platforms/services, migration strategies and pathways, contracts with users/members, testing documentation</i> |     |    |             |             |     |      |