

AGENCY CHECK LIST

- Articles of Incorporation
- 501(c)(3)
- By-laws
- Board of Directors
 - Roles & Responsibilities
 - Job Descriptions for Board Officers
 - Contract
 - Self-Assessment Survey
 - Insurance
- Executive Director
 - Job Description
 - Contract
 - Annual Assessment
- Staff Positions
 - Job Descriptions
- Agency Service(s)
- Program Descriptions
- Policy and Procedure Manual
- Personnel Handbook
- Chart of Accounts
- Accounting System
 - In-house
 - Out Sourced
- Fiscal Policy & Procedures Manual

- Tax Information
- Copy of current audit
- Agency forms
 - Application - Employment
 - Application - Service
 - Confidentiality Form
 - Consent Form
 - Release Form
 - Client Rights Form
 - Employee Evaluation Form
 - Grievance Form
- Interagency Memo - AGrant Funded Positions@
- Administrative Policy on Professional Ethics
- Conflict of Interest Statement
- Administrative Policy on Termination