PROGRESS WORKSHEET

Section One: *Legal Compliance and Public Disclosure*

PRINCIPLE	TOPIC	PRIORITY*	COMPLIANCE STATUS AND ACTION STEPS	WHO IS RESPONSIBLE	TARGET COMPLETION DATE	STATUS
1	Laws and Regulations					
2	Code of Ethics					
3	Conflicts of Interest					
4	"Whistleblower" Policy					
5	Document Retention and Destruction					
6	Protection of Assets					
7	Availability of Information to the Public					

***PRIORITY**

1. Needs immediate attention: may pose risk to the organization **2**. Needs attention but not urgent **3**. Satisfied with current status

PROGRESS WORKSHEET

Section Two: *Effective Governance*

PRINCIPLE	TOPIC	PRIORITY*	COMPLIANCE STATUS AND ACTION STEPS	WHO IS RESPONSIBLE	TARGET COMPLETION DATE	STATUS
8	Board Responsibilities					
9	Board Meetings					
10	Board Size and Structure					
11	Board Diversity					
12	Board Independence					
13	CEO Evaluation and Compensation					
14	Separation of CEO, Board Chair, and Board Treasurer Roles					

***PRIORITY**

1. Needs immediate attention: may pose risk to the organization **2**. Needs attention but not urgent **3**. Satisfied with current status

PROGRESS WORKSHEET

Section Two: *Effective Governance* (continued from previous page)

PRINCIPLE	TOPIC	PRIORITY*	COMPLIANCE STATUS AND ACTION STEPS	WHO IS RESPONSIBLE	TARGET COMPLETION DATE	STATUS
15	Board Education and Communication					
16	Evaluation of Board Performance					
17	Board Member Term Limits					
18	Review of Governing Documents					
19	Review of Mission and Goals					
20	Board Compensation					

***PRIORITY**

1. Needs immediate attention: may pose risk to the organization **2**. Needs attention but not urgent **3**. Satisfied with current status

PROGRESS WORKSHEET

Section Three: *Financial Oversight*

PRINCIPLE	TOPIC	PRIORITY*	COMPLIANCE STATUS AND ACTION STEPS	WHO IS RESPONSIBLE	TARGET COMPLETION DATE	STATUS
21	Financial Records					
22	Annual Budget, Financial Performance, and Investments					
23	Loans to Directors, Officers, or Trustees					
24	Resource Allocation for Programs and Administration					
25	Travel and Other Expense Policies					
26	Expense Reimbursement for Nonbusiness Travel Companions					

***PRIORITY**

1. Needs immediate attention: may pose risk to the organization **2**. Needs attention but not urgent **3**. Satisfied with current status

PROGRESS WORKSHEET

Section Four: *Responsible Fundraising*

PRINCIPLE	TOPIC	PRIORITY*	COMPLIANCE STATUS AND ACTION STEPS	WHO IS RESPONSIBLE	TARGET COMPLETION DATE	STATUS
27	Accuracy and Truthfulness of Fundraising Materials					
28	Compliance with Donor's Intent					
29	Acknowledgement of Tax-Deductible Contributions					
30	Gift Acceptance Policies					
31	Oversight of Fundraisers					
32	Fundraiser Compensation					
33	Donor Privacy					

***PRIORITY**

1. Needs immediate attention: may pose risk to the organization **2**. Needs attention but not urgent **3**. Satisfied with current status