



# Documentation

Capability *Company*  Worksheet

An Aid for Organizing Mission Critical Information and Assets



*Delivering Talented Leaders for a Better World*

## DOCUMENTATION WORKSHEET

### Administration:

ITEM	LOCATION	PRIMARY RESPONSIBILITY	SECONDARY RESPONSIBILITY	ADDITIONAL INFORMATION
IRS Determination Letter IRS Form 1023				
State Solicitation License				
Corporate Seal				
Bylaws				
Policies and Procedures				
Board minutes				
Computer passwords				
Backup system				Frequency?

### Financial Information:

ITEM	LOCATION	PRIMARY RESPONSIBILITY	SECONDARY RESPONSIBILITY	ADDITIONAL INFORMATION
Employer ID Number				
Bank account(s) information				
Current Form 990				
Past Form 990s				
Past audited financial statements				
Current financials (P&L, Chart of Accounts)				Frequency of back-ups?

Blank checks				
State Sales Tax Exemption Certificate				
Accountant contact information				
Auditor contact information				
Vendor information				

**Internal Personnel Records:**

ITEM	LOCATION	PRIMARY RESPONSIBILITY	SECONDARY RESPONSIBILITY	ADDITIONAL INFORMATION
Staff contact list				
Staff employment records				
Staff orientation and training				
Board contact list				
Board orientation and training				
Volunteer contact list				
Volunteer records				
Volunteer orientation/training				

**External Service Records:**

ITEM	LOCATION	PRIMARY RESPONSIBILITY	SECONDARY RESPONSIBILITY	ADDITIONAL INFORMATION
Client records				
Donor records				

**Additional items:**

ITEM	LOCATION	PRIMARY RESPONSIBILITY	SECONDARY RESPONSIBILITY	ADDITIONAL INFORMATION

**DATE COMPLETED:** \_\_\_\_\_