Legal Checklist

Does your board have:
- Up-to-date by-laws?
- Written personnel policies and procedures of the agency?
- Written policies of the agency as determined by the board of directors?

Are benefits in force for all staff members?
- UIC, CPP, etc.?
- Medical - MHSC and/or supplementary coverage?
- Retirement for all eligible personnel?
- Worker’s compensation?

Is an annual audit done by a qualified CA, CGA, OR CMA?
- Is the report fully and accurately reported to the board?
- Is the report accepted by a vote of the board?
- Is the report available to any member of the agency?
- Is the report available to any member of the community?

Are contracts made by your agency in order and up to date?
- With individual staff members?
- With funding organizations?
- With your landlord?
- Are the stipulations of any grant being fully complied with in areas of administration, disbursement, program and reporting?

Are the finances of your agency in order?
- Are taxes paid?
- Are there outstanding bills?

Is your insurance adequate and in force?
- On your building or office facilities?
- For your staff?
- For your board members and volunteers, whenever they are on agency business?

Do your board members individually understand:
- Legal responsibility of the board of the agency?
- The incorporation papers of your agency?
- If the program activities of the agency are within the legal scope of the corporation’s purposes?