

Board Member:	Date:
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	Present	n/a	Notes
Board of Directors (BD)			
1 Fraud Prevention is actively discussed and made a priority by the BD	_____	_____	_____
2 There is a fraud deterrence program in effect, and known to the staff	_____	_____	_____
3 There are clear policies on conflicts of interest, including their definition and prohibition	_____	_____	_____
4 The BD is not dominated by one person (or a small group), with little or no active discussion	_____	_____	_____
5 There is a communication policy for staff/members/tenants to discuss issues with the Board	_____	_____	_____
6 There are clear written policy manuals	_____	_____	_____
7 Cheques are signed by two persons, after seeing documentation (e.g.: invoices)	_____	_____	_____
8 There is a BD approved vendor list for regular purchases	_____	_____	_____
9 No person has sole authority to approve significant purchases	_____	_____	_____
10 There are written procedures for bidding on significant contracts (with BD oversight)	_____	_____	_____
11 There are periodic unannounced counts/reviews of cash and petty cash by BD	_____	_____	_____
12 The bank statement is received directly by a BD member and reviewed prior to staff	_____	_____	_____
13 The rental list and arrears (over 2 months old) are reviewed regularly by BD	_____	_____	_____
14 The list of 'vacancies' is checked regularly by the BD	_____	_____	_____
15 Letters from government agencies go directly to BD member, not staff	_____	_____	_____
16 There is an exit interview for staff leaving (by BD)	_____	_____	_____
17 Financial reports are forwarded to BD and reviewed regularly prior to meetings	_____	_____	_____
18 Yearly rent receipts are prepared, reconciled and delivered/mailed by BD	_____	_____	_____
19 Clear written plans/policies for disasters/emergencies are in place	_____	_____	_____
20 Clear written policies are in place for usage of computer and Internet	_____	_____	_____
Personnel Policies			
1 Any potential management or cash-handling staff are screened directly by BD prior to hiring	_____	_____	_____
2 Reference checks are performed or reviewed by BD for potential staff	_____	_____	_____
3 Staff handling books or cash are bonded	_____	_____	_____
4 All jobs have written descriptions and job manuals	_____	_____	_____
5 Staff performance is regularly reviewed in a formal and objective manner	_____	_____	_____
6 Salary ranges for staff positions are formally ratified by BD, and pay raises are given in writing	_____	_____	_____
7 There are formal policies on staff being tenants/members in one of the organization's units	_____	_____	_____
8 Reasons for high staff turnover is reviewed by the Board	_____	_____	_____
9 Vacation policies are specified and enforced	_____	_____	_____

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	Present	n/a	Notes
Bookkeeping			
1 Accounting and bookkeeping procedures are in writing and approved by auditor	_____	_____	_____
2 Computer procedures are in writing and a standard software package is used	_____	_____	_____
3 Unusual transactions and entries are approved in advance by auditor or BD	_____	_____	_____
4 Any significant items on reconciliations are documented and reviewed	_____	_____	_____
5 Results are compared to budgets and significant differences reconciled	_____	_____	_____
6 Credit items (other than payments) to A/R are approved by BD (e.g.: rent/hsg charge write-offs)	_____	_____	_____
7 Suspense accounts (if in regular use) are reviewed by BD	_____	_____	_____
8 Prenumbered cheques, rent receipts and invoices are used (voids are reported)	_____	_____	_____
9 The bookkeeper/staff keeps a written log of the back ups performed, copy provided to BD	_____	_____	_____
10 Report and F/S dates are scheduled, with exceptions reported to BD	_____	_____	_____
11 Any monies are to be deposited in 'X' days with exceptions reported to BD in writing	_____	_____	_____

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