

# 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?