

1. Articles of Incorporation: For an example or template of nonprofit Articles of Incorporation, [click here](#). And for instructions on filing, [go here](#).
2. 501 (c) Status: For basic guidelines on the IRS rules and regulations pertaining to tax exempt status and for filing guidelines, [click here](#).
3. Bylaws: For a template of nonprofit Bylaws, [go here](#).
4. Form 990: For a good example of what a 990 looks like, and for a copy of the form itself, [click here](#).
5. Audited Financial Statements/Reviews: For more information on audited financial statements or financial review and what to look for, [click here](#).
6. CHAR 410 and CHAR 500: For a quick break down on the CHAR 500 requirements and for a direct link to the AG website for the CHAR 410 or CHAR 500 forms, [click here](#).
7. Rules pertaining to Boards: For the basic rules on establishing a non-profit corporation, including the rules pertaining to board membership, [click here](#).
8. Assumed Name or DBA Certificate: For more information on how to obtain this Certificate, [go here](#).
9. Organization Chart: For an example of how to create an org chart, [click here](#). And for a basic template, you can [click here](#).
10. Separation of Duties: For more information on the elements necessary for a fiscally sound non-profit, including separation of duties, [click here](#).
11. Board Minutes: For a brief article on the need for and value of Board minutes, [click here](#). And for a template of Board meeting minutes to offer to nonprofit applicants, [click here](#).
12. Board Management: For guidance on how to view Board management and oversight, [click here](#).
13. Board Committees: For help on understanding Board structures and the importance of Committees, [click here](#).
14. The Board's fiduciary obligations: For guidance on a nonprofit Board's obligations, [click here](#).
15. Internal Financial Controls: For guidance on how to put proper internal controls in place, [click here](#) and see the section on "Monitoring Internal Controls, in particular, which speaks to separation of duties.
16. Performance Outcome Management: For a good article on the need for performance objectives and how management can use performance data most effectively, [click here](#).
17. Staff development and training: For websites that offer an array of sample policies, direct nonprofits to www.ideaencore.com; www.crenyc.org; www.nprcenter.org; www.councilofnonprofits.org; www.boardsource.org – to name a few.
18. EEO Policy: For information on EEO guidelines and where to get the EEOC posters for the workplace, [go here](#).

19. Electronic Accounting Systems: For explanatory or resource information pertaining to the need for electronic accounting and possible accounting systems used by nonprofit agencies, [click here](#).
20. Staff Performance Evaluation and Development: For a good example of a performance evaluation and professional development scheme for staff, [click here](#).