1. Articles of Incorporation: Example of nonprofit [Articles of Incorporation] with filing [instructions].

2. 501 (c) Status: [Basic guidelines] on the IRS rules and regulations pertaining to tax exempt status and filing guidelines.

3. Bylaws: [Template of nonprofit Bylaws].

4. Form 990: Download the [990 Form].

5. Audited Financial Statements/Reviews: More information on [audited financial statements or financial review] and what to look for.

6. CHAR 410 and CHAR 500: Additional easy to understand information on the CHAR 500 requirements is available [online] and includes a direct link to the AG website for the CHAR 410 or CHAR 500 forms.

7. Rules pertaining to Boards: Basic rules on [establishing a non-profit corporation], including the rules pertaining to board membership.

8. Assumed Name or DBA Certificate: [Information] on how to obtain this Certificate

9. Organization Chart: Information about how to create an [organization chart].

10. Separation of Duties: [Information] on the elements necessary for a fiscally sound non-profit, including separation of duties.

11. Board Minutes: A [brief article] on the need for and value of Board minutes. Also see a [template] for Board meeting minutes.

12. Board Management: Guidance on how to view [Board management and oversight].

13. Board Committees: Understand [Board structures] and the importance of Committees.

14. The Board’s fiduciary obligations: Guidance on a nonprofit [Board’s obligations].

15. Internal Financial Controls: Guidance on how to put proper internal controls in place. See the section on “Monitoring Internal Controls,” in particular, which speaks to separation of duties.

16. Performance Outcome Management: Information on the need for [performance objectives] and how management can use performance data most effectively.
17. Staff development and training: See an array of [sample policies](#) and [templates](#).

18. EEO Policy: Information on [EEO guidelines](#) and where to get the EEOC posters for the workplace.

19. Electronic Accounting Systems: Explanatory or resource information pertaining to the need for [electronic accounting](#) and possible accounting systems used by nonprofit agencies.

20. Staff Performance Evaluation and Development: An [example](#) of a performance evaluation and professional development scheme for staff.