



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.