

## Exhibit A: Sample Operations Inventory

### Nonprofit Status:

IRS Determination Letter  
IRS Form 1023 –  
Mission Statement  
Board Minutes

### Financial Information:

Employer Identification Number (EIN #): \_\_\_\_\_  
Current and previous 990s  
Current and previous audited financial statements  
Financial statements  
Sales Tax Exemption Certificate  
Blank checks  
Computer passwords  
Donor records  
Client records  
Vendor records  
Volunteer records  
Or where those records can be easily accessed

### Key Contacts:

#### **Bank Name:**

Account Number(s)  
Branch Contacts:  
Account Number(s):  
Phone: Fax:  
Email:

#### **Investment Firm:**

Financial Planner/Broker:  
Representative Name:  
Account Number:  
Phone: Fax:  
Email:

#### **Legal Counsel:**

Contact Name:  
Account Number:  
Phone: Fax:  
Email:

#### **Payroll Contact:**

Contact Name:

Account Number:

Phone: Fax:

Email:

#### **Office Lease:**

Contact Name:

Account Number:

Phone: Fax:

Email:

#### **Building Management/Maintenance:**

Contact Name:

Phone: Fax:

Email:

#### **Security System Consultant:**

Contact Name:

Account Number:

Phone: Fax:

Email:

#### **Insurance Contacts:**

##### **General Liability:**

Contact Name:

Account Number:

Phone: Fax:

Email:

##### **Directors and Officers Liability:**

Contact Name:

Account Number:

Phone: Fax:

Email:

##### **Health Insurance:**

Contact Name:

Account Number:

Phone: Fax:

Email:

##### **Unemployment Insurance:**

Contact Name:

Account Number:

Phone: Fax:

Email:

##### **Workers' Compensation:**

Contact Name:

Account Number:

Phone: Fax:  
Email:

Contact Name:  
Account Number:  
Phone: Fax:  
Email:

**Disability Insurance:**

Contact Name:  
Account Number:  
Phone: Fax:  
Email:

**Long Term Care:**

Contact Name:  
Account Number:  
Phone: Fax:  
Email:

**Life Insurance:**

Contact Name:  
Account Number:  
Phone: Fax:  
Email:

**Retirement Plan:**

Contact Name:  
Account Number:  
Phone: Fax:  
Email:

**Dental:**

**Name of person completing this document:** \_\_\_\_\_

**This information last updated on:** \_\_\_\_\_

\*Components of the Operations Contact Inventory were developed using sample templates created by the Center for Nonprofit Advancement ([www.nonprofitadvancement.org](http://www.nonprofitadvancement.org))