FINANCIAL RESILIENCE SELF-ASSESSMENT

USE THIS CHECKLIST TO EVALUATE YOUR CURRENT FINANCIAL PREPAREDNESS AND IDENTIFY GAPS. MARK YES, NO, OR NEEDS IMPROVEMENT (NI) FOR EACH ITEM.

Preparation & Planning	Yes	No	NI	Notes/Comments
We have a written financial policies manual that outlines budgeting, spending, cash handling, and donor-restricted funds.	☐	☐	☐	
We maintain a secure, centralized location (onsite and offsite) for all critical financial/legal documents.	☐	☐	☐	
Copies of documents are stored off-site (flash drive, cloud storage, or paper).	☐	☐	☐	

Preparation & Planning	Yes	No	NI	Notes/Comments
We have established a reserve fund equal to 3–6 months of operating expenses.	☐	☐	☐	
A crisis budget is in place that prioritizes essential expenses and identifies non-essential ones for reduction in emergencies.	☐	☐	☐	

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Operations & Oversight	Yes	No	NI	Notes/Comments
We use fund accounting practices to ensure transparent use of donations.	☐	☐	☐	
We have proper separation of duties so that no one person has sole control over financial tasks and it is noted in our financial policies.	☐	☐	☐	
Quarterly financial reviews are conducted. *Reports, reconciliations, budget comparisons.*	☐	☐	☐	
We conduct internal audits or finance committee reviews regularly.	☐	☐	☐	
We use accounting/management software to streamline bookkeeping and access records remotely in emergencies.	☐	☐	☐	
We maintain transparency with our congregation about financial status during challenges.	☐	☐	☐	
We seek professional guidance (accountant, advisor, consultant) when needed.	☐	☐	☐	
We have written benevolence program policies for providing financial assistance. *i.e., discretionary funds*	☐	☐	☐	
We actively manage debt and seek advice when refinancing or restructuring.	☐	☐	☐	

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Resources & External Support	Yes	No	NI	Notes/Comments
We know how to access templates and resources from our faith leadership bodies. *Councils, dioceses, conventions*	☐	☐	☐	
We are familiar with Nonprofit/Religious organization financial policies & guidelines.	☐	☐	☐	
We understand the Public Assistance process in the event of recovery and maintain the required documentation to apply for aid if needed: • **IRS Tax Exemption Status Letter** • **State Tax Exemption Status** • **Articles of Association/By-Laws/Charter** • **Legal Responsibility**	☐	☐	☐	

FINANCIAL RESILIENCE RESOURCES

Resources	What it Offers & Web Link
Emergency Financial First Aid Kit (EFFAK) — FEMA / Operation HOPE	A fillable toolkit (PDF) to gather essential financial, legal, and contact information in one place. **www.fema.gov/sites/default/files/documents/fema_effak-toolkit.pdf**
What Houses of Worship Need to Know About the FEMA Disaster Aid Process	**https://www.tn.gov/tema/get-involved/readytn-faith.html** Under Additional Resources
Tennessee Emergency Management Agency (TEMA)	Free online state resources to help prepare in recovery. **www.tn.gov/tema**
Nonprofit Ready	Free online courses & certificate programs in nonprofit finance, budgeting, accounting, financial management. **www.nonprofitready.org/nonprofit-finance-courses**