

Sample Operations Inventory

Nonprofit Status: IRS Determination Letter IRS Form 1023 Mission Statement Board Minutes	Building Management/Maintenance: Contact Name Account Number Phone Email
Financial Information: EIN Current and previous 990s Current and previous audited financial statements Financial statements Blank checks Current passwords Donor records Client records Vendor records Volunteer records	General Liability: Contact Name Account Number Phone Email
	Directors and Officers Liability: Contact Name Account Number Phone Email
Bank Name: Account Number(s) Branch Contacts Phone Email	Health Insurance: Contact Name Account Number Phone Email
Legal Counsel: Contact Name Account Number Phone Email	Workers' Compensation: Contact Name Account Number Phone Email
Payroll Contact: Contact Name Account Number Phone Email	Life Insurance: Contact Name Account Number Phone Email
Office Lease: Contact Name Account Number Phone Email	Retirement Plan: Contact Name Account Number Phone Email