



Fundraising policies and procedures are always good to have in place for your nonprofit organization. Before you step into an audit there are a few simple steps you can take to build your fundraising program and secure success.

Top Ten Questions to answer before considering your development audit:

	Yes	No
Does your organization have a gift solicitation and acceptance policy?	___	___
Does your organization have a procedure for processing gifts and maintaining database accuracy?	___	___
Does your organization have a donor privacy policy?	___	___
Does your organization have a donor recognition policy?	___	___
Does your organization have IRS language on receipts and thank yous?	___	___
Does your organization have a board of directors gift policy?	___	___
Does your organization have a gift-in-kind policy?	___	___
Does your organization have a written case for support?	___	___
Does your organization have a strategic plan that includes fundraising?	___	___
Has your organization reviewed your mission statement for accuracy?	___	___

Did you answer NO to any of the above? Martinez Belt Consulting, LLC offers a 10-minute phone call to review and help guide you in the right direction. Call 501.350.5360 or visit [www.martinezbelt.com](http://www.martinezbelt.com).

