Essential Handover Checklist for Nonprofit Executives

This checklist is intended to serve as a guide to ensure a smooth executive leadership transition. It lists essential documents, system logins, vendor accounts, financial records, and operational details to collect from an outgoing executive director. Use this list during an executive transition to ensure the successor executive has access to key information and assets to maintain continuity and support to the organization.

The information and documents in this list should be gathered by the executive (or their designee) and provided to the incoming executive (or board president) as a collection of documents and lists compiled in digital form or in a binder. Have the executive do this work before their final day -- getting this information after a termination may be difficult.

For internet-based accounts on this list, the information provided should include the IP address to log in, username, password, answers to any "secret questions", and access to the email, cell number, software, or other device used for multi factor authentication.

This is not intended as an exhaustive list and there may be circumstances specific to your organization not included here. This list can also be used before an executive transition as part of a more comprehensive succession planning endeavor.

Administrative & Legal Documents

- ☐ IRS Determination Letter
- ☐ Nonprofit status application (IRS Form 1023 or 1024)
- ☐ Latest tax return filed (Form 990, 990EZ, 990T, or 990PF)
- ☐ Articles of Incorporation
- ☐ Bylaws (be sure to have the latest update as well as all previous versions)
- ☐ Board Roster (include a roster of committees if those are utilized)
- ☐ Board Minutes (last 12 months - or longer if there have been significant decisions such as real property acquisition or corporate restructuring)

Banking Information

- ☐ List all checking, savings, and brokerage accounts
- ☐ List of authorized signers for each account listed above
- ☐ All financial institutions' customer service contact information
- ☐ List revolving credit card accounts with card company contact information
- ☐ Username and password for online access to all accounts listed above
- ☐ Blank check stock (review to ensure no unaccounted-for checks)

Financial Accounts and Statements

- ☐ Last full fiscal year financial statements (if audited, include management letters)
- ☐ Current fiscal year-to-date financial statements
- ☐ Last three months' bank statements for all checking/savings/brokerage accounts
- ☐ Username and password for computerized general ledger system (e.g., QuickBooks)
- ☐ Username and password for membership/donor system admin account
- ☐ Contact information for third-party accountants and independent auditors
- ☐ Financial policies and documented internal controls
- ☐ Combination or key to the office safe (if there is one)
- ☐ Key to the mailbox, PO box, or lock box if utilized

Legal & Insurance matters

- ☐ Contact information for the general or special counsel
- ☐ Summarize consultations with general or special counsel over the past 12 months
- ☐ Briefly describe any threatened, pending, or current litigation
- ☐ Provide the declarations page for all insurance policies including D & O, General Liability, Umbrella, Work Comp, Disability, Auto, Alcohol, and other coverages

Technology & Software Access

- ☐ Username and password for the Executive's email account(s)
- ☐ Microsoft Office 365 or Google Workspace administrative login
- ☐ Admin username and password for member/donor management system
- ☐ Cloud document storage such as Dropbox, Google Drive or Share Point
- ☐ Username and password for domain registration (Go Daddy, Regster.Com, etc.)
- ☐ Username and password for the website host (Word Press, Wix, etc.)
- ☐ Username and password for all Social Medial Accounts
- ☐ Username and password for e-blast system (Constant Contact, Mailchimp, etc.)
- ☐ Office Wi-Fi password
- ☐ Admin username and password for the office server, router, and firewall
- ☐ Admin username and password Telephone system and voicemail
- ☐ Admin username and password for the postage meter
- ☐ Admin username and password for the photo copier
- ☐ Password for any digitally protected documents

Vendor & Partner Accounts

- ☐ Contact information for the property management company
- ☐ Contact information for hired consultants and independent contractors

- ☐ List all current vendor and purchasing contracts and leased equipment (including a description of goods or services provided and payment terms)
- ☐ Digital subscriptions (new sites, press release services, legislative bill tracking, or industry specific resources)
- ☐ Third-party goods/service providers (e.g., insurance, employee benefits, work comp, retirement plan, GuideStar, Amazon, Staples, UPS/FedEx, etc.)

Membership and Fundraising

- ☐ Membership/Donor roster (this may be computerized, if so the username and password to access and run reports should be provided)
- ☐ Membership application and policies
- ☐ Brief description of any current membership or fundraising campaigns

Staff and Human Resources Information

- ☐ Roster of all employees (include name, position, hire date, work environment, home address, email address, and emergency contact)
- ☐ Individual employee files including most recent performance reports
- ☐ Employment policies handbook
- ☐ Name and contact information for the payroll processing company
- ☐ Last 12 months Forms 941 and the most recently filed Form 940
- ☐ Retirement account Summary Plan Description and contact information for the Third Party Administrator, Financial Advisor, and Custodian of Records.
- ☐ Summary Plan Description for all employee welfare benefits such as health, dental and vision insurance, Section 125 cafeteria plans, and Health Savings Accounts.

Ensuring a smooth leadership transition is critical for your nonprofit's success. If you need assistance compiling this checklist, managing executive transitions, succession planning, or recruiting new leadership, I am here to help. Contact me today for expert guidance and support in navigating this important organizational change effectively and confidently.

Greg Wilson, CAE
Email: Greg@GregJWilson.com
Cell: 916-752-9172
Web: https://www.gregjwilson.com