



Masjid/Islamic Center: _____

Wonderings Checklist: Complete in 30 days or less

1. Are we in good standing with the state?
2. Are our property taxes paid in full? Even if we don't have to pay is the report submission current?
3. Do we have insurance? If so, do we have enough insurance?
 - a. Do we have enough to cover the building, the personal property in/around the building as well as liabilities such as if someone slips and falls or gets hurt by us?
4. Who is listed as the Registered Agent for my Masjid/Islamic Center?
5. When was the last time our bylaws were updated?
6. What does our dissolution clause say and are there any restrictions on who may hold a leadership position in our bylaws?
7. Who or What name is listed on our deed?
8. Do we have a relationship with our City and State elected officials?
 - a. If I needed to meet with the Mayor/City Council in the next 30 days, could I get an audience?
 - b. If I called/texted my elected officials, would they respond within 72 hours or less?
9. What knowledge, skills and abilities do our board members have?
 - a. Have they submitted a bio?
 - b. Are they in compliance with term limits/membership requirements stated in bylaws?
10. Do we have an annual operating budget, or do we just pay bills without any planning?
11. How do we ensure that donors/members receive tax donation letters in a timely manner?
12. How do we know who is and who is not a member and how often do we audit this data?
 - a. Constituent Relationship Management Tool or Customer Relationship Management Tool (CRM)
 - b. How do we communicate with our community? (i.e., newsletters, texts, calls, website)
 - c. Frequency of annual meetings and/or open board meetings.
13. When was the last time we did an internal or independent financial review of our finances?
14. What checks and balances are in place to ensure there are no misappropriations of funds?
 - a. How many signers are needed to write checks or withdraw funds from the bank?
 - b. Do two people count the cash and checks before the bank deposit? i.e. after Jumuah
 - c. Does the same person who collects the cash deposit the cash? How often are bank statements shared?
15. How much money can the treasurer/board spend without needing a full vote of the community?