

Succession Management Transitions

Contingency Inventory Template¹

The contingency inventory includes recommendations for including information in the following areas:

1. Not-For-Profit/Charity Status & Critical Info
2. Policy Information
3. Financial Information
4. Contracts & Fund Development/Grants
5. Human Resources
6. Insurance
7. Facilities Management
8. Legal Information
9. Document Security & Passwords

Regularly updating this inventory (suggested on an annual basis) ensures that critical information is easily accessible for senior leadership as may be required for a variety of reasons (ED departure, emergencies, etc.) The information to be included will vary depending on the structure and mandate of your organizations.

It may be useful to:

- Distribute a copy of the completed inventory to appropriate board members and senior staff
- Attach a copy of the report to your current Transition Planning Policy
- Up-date this document each year and review

¹ This version of the Contingency Inventory Template was inspired by the Essential Agency Information document created by [The Third Sector Company, Inc.](#)

TEMPLATE WITH EXAMPLES

CONTINGENCY INVENTORY

[YOUR LOGO]

Contingency Inventory
[DATE]

Update Information

Contingency Inventory Last Updated: _____

Name & Title of Person who last updated the Inventory: _____

Critical Information

1 Not-for-profit/Charity Status & Critical Info

Not-for-profit/Charity Status & Critical Info	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
People/Companies	Include: Name/ Contact Information/ Comments, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when contact information, etc. was last updated
N/A			
Information & Documents	Include: Relevant information/actual numbers, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated
Letters Patent			
Articles of Incorporation		File Cabinet C	Reviewed 12/09/2012
Bylaws			
Mission Statement			
Board Minutes		T:\Governance & Strategy\Board\Board Files 2013 - 2015	
BC Society Number	S-0000046351		
Charitable Registration Number	156473 16478 RR 00001		
Corporate Seal			

2 Policy Information

Policies	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
People/Contacts	Include: Name/ Contact Information/ Comments, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when contact information, etc. was last updated
N/A			
Information & Documents	Include: Relevant information/actual numbers, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated
Bylaws and Constitution			
Governance Policies			
Privacy Policy		T:\Governance & Strategy\Policies\Privacy	12/06/2011- Requires Update
People Policies (HR)		T:\Governance & Strategy\Policies\People	06/09/2010
Investment Policy			
Complaints Policy			
Fundraising Policy			
Volunteer Handbook/Policies			
Conflict of Interest Policy			
Others...			

3 Financial Information

Financial/Banking Information/E-Commerce	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
People/Contacts	Include: Name/ Contact Information/ Comments, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when contact information, etc. was last updated
Auditor	Tisha Laforest tlaforest@auditor.com 409-847-2536		
Account Holders			
Authorized Check Signers			
Authorized for E-Commerce transactions			
Financial Planner / Broker Company			
Representative Name			

Authorized for account transfers			
Financial Planner / Broker Company			
Information & Documents	Include: Relevant information/actual numbers, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated
Business Number:	B-15465124554	T:\BusinessPolicies \FinancialInformation\2013	
Current and previous Charitable Returns		File Cabinet B	12/06/2012
Current and previous Society Returns			
Current and previous Annual Summary (Annual Reports)			
Current and previous audited financial statements			
Company Books & Records			
GST/PST Returns			
Blank Checks			
Company Credit Card	1256 1254 1235 Only Shelley and Tom have authority		12/08/2012
Donor Records			
Client Records			
Vendor Records			

4 Contracts & Fund Development/Grants

Contracts	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
Information & Documents (Top Contracts)	Include: Organization, Contact Name, Contract Amount, Contact Information/Comments	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated
Contract 1	Jamestown Organization James Gillis jgillis@jwhfpp.com 604-777-2525 75k Ongoing for 5 years, is 2 years into the contract, options for increase...	T:\Contracts\Consulting\Jamestown Organization\2013	16/03/2011

Contract 2			
Contract 3			
Pending Contracts & Follow-Up	Include: Organization, Contact Name, Contract Amount, Contact Information/Comments	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated

Fund Development/ Grants	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
Information & Documents (Top Fund Investors)	Include: Organization, Contact Name, Contract Amount, Contact Information/Comments	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated
Investor 1	MacAulay Philanthropic Foundation Evelyne MacAulay Emac@MPhilInc.com 902-687-3174 10k annually In talks for new opportunities- should follow up	T:\FundDevelopment\Investors\MacAulayFoundation\2013	20/09/2013
Investor 2			
Gaming Funds			
Gaming Audit Summary Report (GAS) (annual)		T:\Governance\FinancialInformation\AnnualReports\GAS	05/07/2012
United Way			
Pending or Recently Initiated Fund Development	Include: Organization, Contact Name, Contract Amount, Contact Information/Comments	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated

5 Human Resources

Human Resources	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
People/Contacts	Include: Name/ Contact Information/ Comments, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when contact information, etc. was last updated
Payroll Representative	Jane Smuthers Salaried Employee JSmuthers@OurOrg.com 874-903-3738		

Information & Documents	Include: Relevant information/actual numbers, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated
Employee Records/ Personnel Info	Jane Smuthers is responsible for all personnel and human resources information	T:\HumanResources\People\Employees\PersonnelInfo	04/03/2011
Payroll information	Account number:OO64377 Contact information: Jane Smuthers Comments: Internal Payroll		
Payroll Withholding Returns (PD7A)		T:\HumanResources\People\Employees\Payroll	04/03/2012
WorkSafe Returns			

6 Insurance

Insurance Information	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
People/Plans	Include: Name/ Contact Information/ Comments, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when contact information, etc. was last updated
General Liability / Commercial Umbrella	Company/Underwriter: Policy Number Representative Phone Number/Email: _____ Broker Phone Number/Email:		
Medical Services Plan	Company/Underwriter: Policy Number Representative Phone Number/Email: _____ Broker Phone Number/Email:		
Directors & Officers Liability	Company/Underwriter: Policy Number Representative Phone Number/Email: _____ Broker Phone Number/Email:		
Workers' Compensation	Company/Underwriter: Policy Number Representative Phone Number/Email: _____ Broker Phone Number/Email:		
Disability Insurance (short term)	Company/Underwriter: Policy Number Representative Phone		

	Number/Email: _____ Broker Phone Number/Email:		
Disability Insurance (long-term)	Company/Underwriter: Policy Number Representative Phone Number/Email: _____ Broker Phone Number/Email:		
Life Insurance	Company/Underwriter: Policy Number Representative Phone Number/Email: _____ Broker Phone Number/Email:		
Health Insurance	Company/Underwriter: Policy Number Representative Phone Number/Email: _____ Broker Phone Number/Email:		
Retirement/Pension Plan	Company/Underwriter: Policy Number Representative Phone Number/Email: _____ Broker Phone Number/Email:		
Dental	Company/Underwriter: Policy Number Representative Phone Number/Email: _____ Broker Phone Number/Email:		

7 Facilities Management

Facilities Information	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
People/Companies	Include: Name/ Contact Information/ Comments, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when contact information, etc. was last updated
Building (property) Management Company & Contact			
Building (property) Management Company & Contact			
General Building Maintenance Company & Contact			
Office Security System Company & Contact			

Information & Documents	Include: Relevant information/actual numbers, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated
Office Lease (for renters)			
Building Deed (for owners)			
Building Security Passcode			

Tenant Information	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
People/Companies	Include: Name/ Contact Information/ Comments, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when contact information, etc. was last updated
Tenant Organization & Contact			
Information & Documents	Include: Relevant information/actual numbers, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated
Tenant Agreements			

8 Legal Information

Legal Counsel	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
People/Companies	Include: Name/ Contact Information/ Comments, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when contact information, etc. was last updated
Attorney			
Information & Documents	Include: Relevant information/actual numbers, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated
Most Recent Consultation With Legal Counsel:			
Reason For Consultation:			
Pending Litigation, if any:			
Additional Vital Information About Legal Counsel:			

Document Security & Passwords	Information/Data	URL Link (Server /Online) or File	Last Updated/Completed
People/Companies	Include: Name/ Contact Information/ Comments, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when contact information, etc. was last updated
IT Security Provider			
Information & Documents	Include: Relevant information/actual numbers, etc.	Include: Link and indicate location(server/online) or file cabinet	Indicate when documents/information was last updated
Computer passwords			
Printer Passwords			
Voicemail passwords			
Website login/administration & Other online tools (mailchimp, hootsuite, security key programming, e-junkie etc.)			