

Hospital Auxiliary Volunteer Self-Assessment Questionnaire Continued

- Are your budgets reviewed periodically during the year? _____
- Are budgetary actions properly recorded in your minutes? _____
- Do you analyze the cost of each fund raising activity? _____
- Do you adhere to all federal, state and local regulations in fund raising? _____
- Are your books audited annually? _____
- If so, by whom? Hospital _____
- Independent Auditor _____
- Other _____
- Is your annual financial statement part of the auxiliary annual report? _____

RECORDS

- Do you have an established system for filing and storing permanent records? _____
- Is a specific person responsible for supervising these records? _____
- Do you have a time limit for retention of records and report not classified as permanent? _____
- Do you retain at least one copy of all minutes in your permanent file? _____

COMMUNITY RELATIONS

- Are the overall community relations goals of the auxiliary consistent with the goals of your institution's governing body? _____
- Do you have specifically stated written objectives that demonstrate the auxiliary's role in community relations? _____
- Is your auxiliary now serving as an effective liaison between the hospital and the community? _____
- Do you help the hospital identify the needs of the community? _____
- Do you help the community understand the services provided by the hospital? _____
- Do you help the community understand the issues facing the hospital? _____

PARTNERS

- Do you have an updated Partners Handbook? _____
- Do you prepare an annual survey for Partners? _____
- Do you submit news to Partners? _____
- Do you notify your district chairperson when there is a change in presidents? _____
- Do you publish a Partners newsletter? _____