



PO Box 40-767
Upper Hutt
www.foresee.co.nz

The EMNMS Test **on The Steps to Sustainability**

The financial sustainability questionnaire for non-profit organisations

To find out how close you are to financial sustainability fill in this questionnaire and return it, along with a \$25 payment (cheque or credit card accepted) to Foresee Communications Ltd. We will e-mail you an assessment of where your organisation fits on the Steps to Sustainability. Find out what simple steps you can take to move your organisation closer to financial security. We guarantee to provide you with five recommendations or your money back.

Send your survey to kirsty@foresee.co.nz or fax back to Foresee Communications on 0064 4 5282588 with your payment instructions and contact details.

For each heading, tick the box alongside the statement that most represents your current situation

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Planning

- We're just starting the planning process
- We plan for a one-off event or campaign
- We regularly plan a year ahead
- We have a process for planning each year
- We have a five year plan
- We work to a long term horizon with clear objectives, mission and vision

People/team

- We have no paid employees
- We have a small number of staff, some on contract
- We are growing our staff team to deliver more services
- We employ a fundraiser
- We have a number of employees but still need more
- We have a full complement of staff and have a human resources policy

Volunteers

- We have only a few volunteers who change regularly
- We have a growing support base of loyal volunteers
- We regularly have people offering to help and can call on a solid group of supporters
- We have members and a system for signing up volunteers
- We screen our volunteers, give them a job description and train them for their roles
- We use volunteers only in some roles, preferring to use paid staff

Fundraising	We rely on grants and gaming funds	
	We sell products, raffles, sausage sizzles, tickets to events	
	People run special events on our behalf and our volunteers raise money for us	
	We are building relationships with potential funders, businesses and supporters	
	We rely on contracts for some/most of our income	
	We have an annual fundraising plan	
	We regularly write to seek donations from our donors and have regular givers	
	We have a bequest strategy and income from investments	
Marketing	We get small articles in our local newspaper	
	We have a website, brochures and feature in metropolitan newspapers	
	We communicate regularly with all our supporters	
	Our brand is recognisable and has some value in New Zealand	
	We have high recognition and our brand is recognised internationally	
Systems	We don't have any policies written down yet	
	We write policies and create systems as we go along	
	We have a written process for most operating activities but would need some preparation for an audit	
	We regularly monitor our systems and processes and would be ready for an audit at any time	
Assets	We don't have a permanent office space and often work from homes	
	We have a small office	
	We have a leased office space with room to grow and space for volunteers to work	
	We have a long term lease on office space	
	We own our own building	
Trustees	We only have a small committee	
	We have a couple of trustees	
	We find it hard to find the right trustees with the skills we need	
	Our trustees are well skilled and care about the organisation	
	All our trustees are regular donors	
<i>Name and Job Title</i>		
<i>Organisation</i>		
<i>Email Address</i>		
<i>Postal Address</i>		
<i>Method of payment</i>	Cheque enclosed (NZ residents only) OR Visa/Mastercard: please provide card number / name on card / expiry date	