

2010 YEAR-END TAX CHECKLIST FOR NON-PROFIT ORGANIZATIONS

Organization: _____

Contact: _____

Email: _____

Phone: _____

Gross Revenue or Assets under \$25,000 (990N)(199N)(RRF-1)

- Revenue:** Total revenue for the year.
- Assets:** Ending bank account balance(s).
- Board of Directors:** Names and corresponding positions of Board members.
- Web Site:** Website address, if applicable.
- ID Numbers:** Federal ID #, CA Corp #, State Charity # (if you are a new client).

Gross Revenue or Assets over \$25,000 and less than \$200,000 (990EZ)

All of the above items, plus:

- Financial Information:** QuickBooks back-up -OR- Trial Balance -OR- Balance Sheet and Profit & Loss Statements as of the fiscal year end; if QB back-up, include password, if applicable.
- Contributions:** Names and addresses of contributors/grantors over \$5,000, if any.
- Program(s):** Indicate program accomplishments, including description and numbers served; revenue and expenses of each of the three largest programs; and whether you started or stopped any program activities.
- Bank Statements:** Year-end statements with reconciliation reports for all bank accounts.
- Fixed Assets:** List all purchases over \$1,000 and any disposed of assets.
- Payroll:** Copies of last four (4) quarters for state and federal returns, or copies of W-2s for December year-end clients.
- Vendor Payments:** Copies of Forms 1099 and Form 1096.
- Expense Allocation:** Functional expense allocation by classification (i.e., program, administration and fundraising).
- Fundraising:** Separate fundraising donations from ticket sales. Separate major fundraising expenses (i.e., facility, rent, food and beverage, supplies, printing, postage).
- Signer:** Name of Board member who will sign the returns.
- Related Entities:** Identify any related organizations (see IRS definition on my website).

Gross Revenue or Assets over \$200,000 (990)

All of the above items, plus (unless you have already provided copies to me):

- Key Employees:** Identify “key” employees (over \$150,000 annual salary) (see IRS definition on my website).
- Volunteers:** Total number of volunteers utilized during the fiscal year.
- Policies** (samples can be found on my website, www.npocpa.pro).
 - Conflict of Interest Policy
 - Whistleblower Policy
 - Document Retention and Destruction Policy
 - Joint Venture Policy
 - Expense Reimbursement Policy
 - Non-Standard Gift Acceptance Policy

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<i>Corporate Documents</i>	<i>Copy in File</i>	<i>Copy Needed</i>
Articles of Incorporation & Amendment(s)		
Bylaws		
Application for Exemption Form 1023		
Application for CA Exemption Form 3500/3500A		
IRS Tax Exempt Determination Letter		
State Tax Exempt Determination Letter		
<i>Required Policies:</i>		
Conflict of Interest Policy		
Whistleblower Policy		
Document Retention and Destruction Policy		
Joint Venture Policy		
Expense Reimbursement Policy		
Nonstandard Gift Acceptance Policy		
<i>Governance Procedures (for 990) – see below</i>		

The following are sample entries for Form 990 Section VI, Governance, Management, Policies and Disclosures. Please review these with your Board of Directors, revise them as appropriate for your organization and return them to me for use on your 2010 990 return.

Form 990 Review Process (line 10):

ALL BOARD MEMBERS RECEIVE AN ELECTRONIC OR PAPER COPY OF THE IRS FORM 990 PRIOR TO ITS SUBMISSION. BOARD MEMBERS WITH QUESTIONS MUST SUBMIT THEIR QUESTIONS OR CHANGES TO THE EXECUTIVE COMMITTEE WITHIN A WEEK OF RECEIVING THEIR COPY. THE EXECUTIVE COMMITTEE WILL THEN SUBMIT CHANGES AND/OR THE SIGNED FORM 8879 EO TO THE TAX PREPARER TO APPROVE THE FILING OF THE IRS FORM 990.

Describe monitoring and enforcement of conflicts (line 12c):

EACH BOARD MEMBER IS REQUIRED TO READ AND SIGN CONFLICT OF INTEREST POLICY ANNUALLY.

Describe the compensation review and approval (lines 15a & 15 b):

COMPENSATION REVIEW AND APPROVAL BY THE BOARD IS REQUIRED FOR THE CHIEF EMPLOYED EXECUTIVE AND ANY OFFICERS PERFORMING SERVICES FOR THE ORGANIZATION OUTSIDE OF THEIR RESPONSIBILITIES AS OFFICERS. SALARY SURVEYS ARE PERFORMED AND DOCUMENTED IN THE MINUTES AS IS BOARD APPROVAL OF THE COMPENSATION ARRANGEMENT. PERSONS WITH A CONFLICT OF INTEREST EXCUSE THEMSELVES FROM THE DISCUSSION IN ACCORDANCE WITH THE CONFLICT-OF-INTEREST POLICY.

Describe disclosure of governing docs, policies, and financial statements (line 19):

ALL ARE PUBLISHED ON THE ORGANIZATION'S WEBSITE.