

What I Need to File Nonprofit Tax Checklist

Financial Information Needed (If Not an Accounting, Review, Or Audit Client)

- Copy of financial statements.
- Copy of trial balance and general ledger.
- Copy of fixed asset reports, including additions and disposals.

Summary

- Note any change of address, phone numbers and name of the organization.
- Total number of volunteers for year (estimate if necessary). _____

Statement of program service accomplishments

**Provide copy prior year's return and provide any changes or additions to the following:*

- Statement of the organization's primary exempt purpose.
- Top program service description – provide revenue and expense.
- Other program services.
- Did the organization undertake any significant new program service previously not reported to IRS? Y N
- Did the organization stop conducting or make changes to how it conducts any program expenses? Y N

Checklist of required schedules

**To be used by the organization to determine which schedules must be completed and filed as part of IRS 990.
"Yes" answers may prompt additional questions.*

- Does the organization maintain any works of art, historical treasures or similar assets?
Y N
- Does the organization hold assets in permanent term or quasi-endowments? Y N
- Did the organization make any loans to officers, directors or trustees? Y N

- Did the organization receive more than \$25,000 in non-cash contributions? Y N
- Did the organization maintain any donor advised funds? Y N
- Does the organization conduct any activity outside of the US? Y N
- Did the organization conduct any fundraising events? Y N
- Did the organization participate in any political activities? (If yes, describe the activity and the amount spent).
Y N

Statement regarding other IRS filings and tax compliance

**To be used by the organization to report compliances with other federal tax reporting and substantiation requirements.*

- How many 1099's did the organization issue? _____
- How many W2-G's did the organization issue? _____
- Total number of employees during the year. (Count of W-2's issued during the year) _____ Did the organization file all required federal employment tax returns? Y N
- Did the organization have unrelated business gross income of \$1,000 or more during the fiscal year? (If yes, provide detailed description and breakdown of gross receipts and cost of goods sold related to the activity). Y N
- Any estimated payments made during the fiscal year for the unrelated trade or business? Provide dates and amounts paid. _____
- How many Forms 8282 did the organization file? _____
(Form 8282 is used to report information to the IRS and donors about dispositions of certain charitable deduction property made within 3 years after donation of the property)
- List all the related organizations. _____

- List amount of transfers made to related organizations. _____
- Did the organization provide goods or services in exchange for a contribution of \$75 or more? Y N
- Please provide IRS letter of exempt status and type if first year client.

Governance, management and disclosure

Requests information regarding an organization's **governing body and management, governance policies, and disclosure practices.*

Section A. Governing Body and Management

- Number of voting members of the governing body _____ Number of voting members who are independent _____.
- Provide copy of any changes made in its organizing or governing documents.
- Does any director, trustee or key employee have a family or business relationship with any other officer, director, trustee or key employees? Y N
- Does the organization have members or stockholders? Y N
- Does the organization have members, stockholders or other persons who may elect one or more members of the governing body? Y N
- Are any decisions of the governing body subject to approval by members, stockholders or other persons? Y N
- Did the organization contemporaneously document the meetings held or written action undertaken during the year by the following:
The governing body? Y N
Each committee with authority to act on behalf of the governing body? Y N
- Was a copy of the Form 990 provided to the organization's governing body before it was filed? Y N
- Describe the process the organization uses to review the Form 990.
- Is there any officer, director, trustee, or key employee who cannot be reached at the organization's mailing address?

Section B. Policies

- Does the organization have a written conflict of interest policy?
Y N
 - Are officers, directors, trustees, or key employees required to disclose annually interests that could give rise to conflicts? Y N
 - Does the organization regularly and consistently monitor and enforce compliance with the policy? Y NIF YES, describe how this is done.
- Does the organization have a written whistleblower policy?
Y N
- Does the organization have a written document retention and destruction policy?
Y N

- Does the process for determining compensation of the following person include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?
- Organizations CEO, Executive Director or top management official? Y N
 - Other officers or key employees of the organization? Y N
- Describe the Process

Section C. Disclosure

- List all states in which registered. _____
- Name of the person who takes care of the books and phone number.

- Section 6104 requires an organization to make its Form 1023, 990, and 990-T available for public inspection. Indicate how you make these available - check all that apply:
- Own Website Another's website Upon request
- Does the organization make its governing documents, conflicts of interest policy and financial statements available to the public? Y N IF YES, how?

Compensation of officers, directors, trustees, key employees, highest compensated employees, and independent contractors

Section A. Officers, directors, trustees, key employees and highest compensated employees

- List of current officers, directors, trustees, and key employees (whether individuals or organization) including their name, title, average hours per week and compensation from the organization and any related organization, contribution to employee benefit plan and amount of expense account.
- List of five highest compensated employees who make over \$100,000/year from the organization and any other related organization including their name, title, average hrs per week, and the amount of compensation. (This can be provided based on the organization's fiscal year or based on the calendar year W2 reporting).
- List of former officers, key employees, and highest compensated employees who earn over \$100,000 of compensation from the organization and any related organization.
- List of former directors and trustees who made over \$10,000 during the current year.
- List of current key employees who made over \$150,000 from the organization and related organization.

Section B. Independent contractors

- List all independent contractors who were paid more than \$100,000 in the fiscal year. Need their name, address, description of services and compensation.

Financial statement and reporting

- Does the organization have an audit committee? Y N
- Please provide Statement of Revenue and Functional Expenses, Balance Sheet, Reconciliation of net assets, reports detailing fundraising activities, events and gaming if not prepared by Alerding.

Schedule B - Contributors

- List of contributors (name, address, and amount) who gave over \$5,000 in cash **and** non-cash property donations, gifts, grants and other similar amounts received. Non-cash property contributions need the description of the property, FMV at the time of contribution and the date received. Please list donated services separately.

Schedule I - Grants

- List of grants given if total exceeds \$5,000, including the following information:
- Type of grant or assistance
 - Number of recipients
 - Amount of grant (cash or non-cash)
 - Description of grant's purpose