

Updegrove, McDaniel, McMullen & Chiccehitto, PLC
2018 NON-PROFIT ORGANIZATION TAX ORGANIZER (FORM 990)

Non-Profit Organization Name _____

Address _____

Website _____ Phone _____

Books in care of (name, address, phone) _____

Person signing the return (name and title) _____

Contact person name _____ Email _____ Phone _____

Please provide the following information:

- | | <u>Done</u> | <u>N/A</u> |
|--|-------------|------------|
| 1. Trial balance, balance sheet, profit and loss statement, and detailed general ledger (if practical). QuickBooks (QB) file can be provided via email, disc or flash device. If QB is not used, please provide documents in excel format or print form. | | |
| 2. Copies of new loan agreements, i.e. terms and amortization schedules. | | |
| 3. Fixed assets account details and schedule of assets acquired and/or sold, including date acquired or sold and sales or purchase price, including any trade-in allowance. If donated, provide FMV at date of donation. | | |
| 4. Copies of correspondence with tax authorities. | | |
| 5. Listing of directors, officers, trustees, and key employees, including compensation (calendar year), and average hours worked per week. | | |
| 6. Information on loans to/from directors, officers, and other related parties, (current or former) including interest rates and payment schedules. | | |
| 7. Copy of Articles of Incorporation and Bylaws, and details of any significant changes to founding documents and/or operations and activities. | | |
| 8. Description of the organization's primary mission and three largest program service accomplishments (if different from prior year). | | |
| 9. Total number of volunteers (estimate) _____, number in Box 3 of Form 1096 _____, number of employees reported on Form W-3 _____. | | |
| 10. Names and addresses of individual contributors giving more than \$5,000 or 2% of total gifts, grants and contributions (501(c)(3)). | | |
| 11. Listing of contributions received from officers, directors, or trustees, their family members, and business entities related to the organization. | | |

(cont. on reverse side)

12. Details regarding unrelated business income (trade or business regularly carried on, not substantially related to furthering the organization's exempt purpose, other than raising funds).
13. Did the organization incur more than \$15,000 in professional fundraising expenses during the year? If so, provide details.
14. Details for all major fundraising events or gaming activities held during the year, including income generated and related expenses.
15. Did the organization have any business transactions with a current or former officer, director, trustee, key employee or family member of such, or did any of these individuals have key roles with entities doing business with the organization? If so, provide details.
16. Did the organization receive any payments or solicit any contributions that partly or entirely are not tax deductible? If so, did the organization notify donors about such contributions and its value?
17. Did the organization receive more than \$25,000 (fair market value) in non-cash contributions of any kind (including securities)? If so, provide details.
18. Describe any ownership or supporting relationships with other taxable or tax-exempt organizations, such as parent/subsidiary, brother/sister, etc.
19. Describe any direct or indirect political campaign or lobbying activities.
20. Describe the following organization policies, as applicable: tax return review and approval, conflict of interest, whistleblower, document retention and destruction, executive and/or management compensation approval.
21. Describe how the organization makes available to the public its governing documents, policies, financial statements, and Forms 1023 (or 1024), 990, and 990-T (501(c)(3) only) (for example: own website, upon request, etc.).
22. Information about foreign activity, foreign investment accounts, foreign income, foreign grants, etc. (see details in engagement letter).
23. State registration filing requirements.
24. Signed engagement letter.