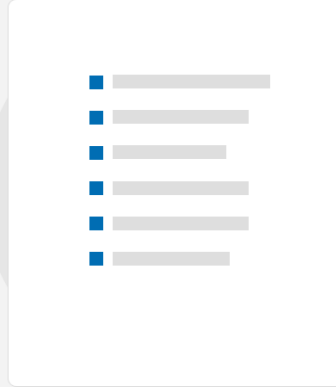


# END OF YEAR COMPLIANCE CHECKLIST



## RECORDS

- Hold an annual meeting and record minutes.
- Elect officers and directors
- Produce financial reports
- Approve the upcoming year budget
- Review bylaws and update as needed

## IRS

- File form 990
- Perform audit if required
- Review solicitations and donor receipts
- Justify executive compensation
- Update policies including conflict of interest

## STATE

- File the annual report
- Renew the charitable solicitation licence
- Maintain a registered agent

Update any information in state records

Register in other state as required

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