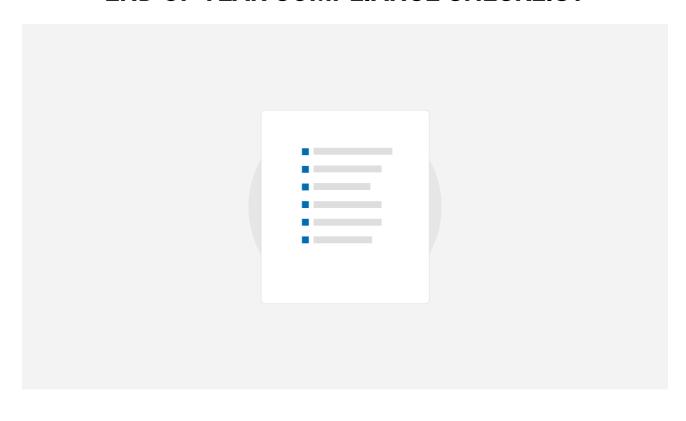
END OF YEAR COMPLIANCE CHECKLIST



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

Update policies including conflict of interest

Justify executive compensation

STATE

File the annual report
Renew the charitable solicitation licence

	Maintain	a registered	agent
	IVIGILITATI	a registerea	agent

Update any information in state records	
Register in other state as required	Make and Share Free Checklists
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