How to Keep Your Non Profit in Compliance: A Checklist

For many Non Profit organizations, maintaining Non Profit status is the key to keeping a certain image in the public eye, and to continuing profits. Below you'll find a list of what you shalt not and shalt do in order to keep your Non Profit in compliance.



Thou Shalt Not

- [ ] Have any shareholders.
- [ ] Expend income on anything intended to advance any purpose other than your tax-exempt purpose.
- [ ] Contribute to political campaign(s).
- [ ] Lobby in order to affect legislation in any "substantial" way.
- [ ] Make substantial profits from, or contribute substantial time on, "unrelated activities".

Thou Shalt

- [ ] Keep good records.
- [ ] File a 990 informational return on time
- [ ] Act in accordance with Company Bylaws.
- [ ] Conduct proper board meetings.
- [ ] Make a conflict of interest policy.
- [ ] Not allow a paid officer to also be a director.
- [ ] Not pay a director, who is also an officer or member.

- [ ] Pay taxes on unrelated activities over $1,000.

Thou May

- [ ] Pay members, officers, and directors.
- [ ] Pay independent contractors.
- [ ] Build grassroots campaign(s).
- [ ] Promote the company.

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