

Form 990 Review Checklist

- ✓ Are we filing the correct Form 990?
- ✓ Do we have \$1,000 of gross revenue from unrelated business sources?
- ✓ Start your review with page 1 & 2. Do these pages present a comprehensive and accurate picture of the organization, its mission? Is it consistent with our website?
- ✓ Checklist of Required Schedules (Page 3): Are all appropriate boxes checked and are the required Schedule completed? Read Schedule O for reasonableness.
- ✓ Governance, Mgmt & Disclosure: Did you make a reasonable effort to determine board independence? Are governance documents available for public inspection?
- ✓ Are your representations regarding the following written governance policies accurate: conflict of Interest, whistleblower, document retention, and joint venture?
- ✓ Do you use rebuttable presumption rules in determining executive compensation?
- ✓ Did our organization did endorse any candidate for public office?
- ✓ Is your lobbying activity, if any, of an insubstantial nature and disclosed on your return?
- ✓ Are all employment, B&O, sales and property tax report filed and paid?
- ✓ Are we required to file an annual report with the Secretary of State Charity office?
- ✓ Are we providing a written acknowledgement for gift over \$250? And disclosing the fair value of any goods or services provided in exchange for a \$75 donation? Any large noncash donations?
- ✓ Has your organization correctly classified employees and independent contractors, and has filed the required W-2 and 1099s to report their compensation?
- ✓ Did our organization make loans to any of its officers or directors?
- ✓ Did you do anything to violate your tax exempt state with the IRS or the State of Washington?
- ✓ Is your return signed and complete to prevent potential IRS audits?
- ✓ Have you changed your articles or bylaws recently?
- ✓ Schedule A: Is your public support % dropping every year?
- ✓ Do you operate like a commercial business?
- ✓ Functional expense report: Is your program expense % dropping every year?
- ✓ Are your programs real and substantial?
- ✓ Are minutes are being kept for all board meetings and other authorized meetings?

Questions? Contact Howard Donkin, Tax Partner, at: howard@jjco.com