

Form 990 Review Checklist

- Are we filing the correct Form 990?
- Do we have \$1,000 of gross revenue from unrelated business sources?
- Do pages 1 & 2 present a comprehensive and accurate picture of the organization and its mission? Is it consistent with our website?
- Checklist of Required Schedules (Page 3): Are all appropriate boxes checked and are the required Schedules completed? Read Schedule O for reasonableness.
- Governance, Mgmt & Disclosure: Did we make a reasonable effort to determine board independence? Are governance documents available for public inspection?
- Are our representations regarding the following written governance policies accurate: Conflict of Interest, Whistleblower, Document Retention, and Joint Venture?
- Do we use rebuttable presumption rules in determining executive compensation?
- Did we endorse any candidate for public office?
- Is our lobbying activity, if any, of an insubstantial nature and disclosed on our return?
- Are all employment, B&O, state sales and property tax reports filed and paid? Do we need to acquire or renew our state business license?
- Are we required to file an annual report with the Secretary of State Charity office?
- Are we providing a written acknowledgement for gifts over \$250? Are we disclosing the FMV of any goods or services provided (or none) in exchange for all \$75+ donations? Any vehicles, art, or large noncash donations (or groups of similar items) valued over \$5,000?
- Have we correctly classified employees and independent contractors? Did we file the required W-2s and 1099s to report their compensation?
- Did our organization make any loans to officers or directors?
- Did we do anything to violate our tax-exempt status with the IRS or the State of Washington?
- Is our return signed and complete (to prevent potential IRS audits)?
- Have we changed our articles or bylaws recently?
- Schedule A: Is our public support % dropping every year?
- Do we operate like a commercial business?
- Functional expense report: Is our program expense % dropping every year?
- Are our programs real and substantial?
- Are minutes being kept for all board meetings and other authorized meetings?

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