# Nonprofit year-end checklist

Send the first group to the treasurer and staff at year end. Work the rest in order, and note who owns each line: bookkeeper, treasurer, development or the auditor.

**Client or engagement**

## Documents to collect across the organization

- [ ] Year-end bank statements for every account
  *Operating, savings and any restricted-fund account.*
- [ ] Year-end investment statements
  *Endowment or reserve accounts.*
- [ ] Credit card statements for the last month
- [ ] Grant award letters and agreements
  *Every grant active during the year, federal ones flagged.*
- [ ] Signed pledge documents
  *Pledges made but not yet paid.*
- [ ] Board minutes for the year
  *Budget, major contracts, officer pay.*
- [ ] Signed conflict of interest statements
  *One per board member and officer.*
- [ ] W-9s from contractors paid during the year

## Close the books

- [ ] Reconcile bank, card and investment accounts
- [ ] Reconcile donation clearing and processor accounts
- [ ] Tie contributions to the donor database total
  *Explain timing, pledge and in-kind differences.*
- [ ] Record pledges receivable and gifts in kind
- [ ] Release restricted net assets whose purpose or time was met
  *Keep a release memo for each.*
- [ ] Update the grant schedule
  *Received, spent and remaining, per grant.*
- [ ] Run the single audit test on federal spending
- [ ] Allocate expenses by function
  *Program, management and general, fundraising.*

## Donors, filings and sign-off

- [ ] Send written acknowledgments for gifts of $250 or more
- [ ] Check quid pro quo disclosures for payments over $75
- [ ] Confirm W-2s and W-3 are filed
- [ ] File Forms 1099-NEC for contractors
- [ ] Gather Form 990 inputs
  *Officer pay, related organizations, program accomplishments.*
- [ ] Calendar the Form 990 due date or extension
- [ ] Present year-end statements to the board
- [ ] Lock the year after audit or review adjustments