Information Needed for Non-profit
Tax Returns, Review and Audit

_______ Back up copy of Quickbooks

_______ Balance Sheet as of year ending

_______ Profit and Loss Statement for the year end

_______ Bank statements for the year and the first month of following year

_______ Credit card statements for the year and the first month following year end

_______ Investment account statements for the year and the first month following year end

_______ Certificate of deposit summary for the year ended

_______ Loan statements for the year ended

_______ New Loan contracts

_______ New Leases

_______ Changes in Accounting manual or procedures and policies manual

_______ Payroll documents including W-3, W-2's, 941's, all state forms

_______ List and purchase documents for new fixed assets

_______ List of any disposed assets - Sale papers if applicable

_______ Board of directors and members

New Clients

_______ All fixed assets including depreciation schedule
_______ Previous year tax return
_______ Accounting manual or procedures and policies manual
_______ Loan Contracts
_______ Lease contracts
_______ Organizational papers
_______ Acceptance letter verifying not to profit

Audit Clients

_______ Backup documentation for Contributions, Income and Expenses
_______ Board Meeting Minutes for the year and month following year end
Note: Additional information may be requested as necessary during the audit