## Appendix C - Audit Checklist

The list of requested documents is as follows:

- ☐ Copies of Articles of Incorporation
- ☐ Copies of the Bylaws
- ☐ IRS letter assigning an EIN (employer identification number) to the Organization
- ☐ IRS determination letter recognizing tax-exempt status of Organization
- ☐ Current names and contact information for the Organization's Officers (president, vice-president, secretary, treasurer, etc.)
- ☐ Names of all members of the Organization
- ☐ Documentation of any restrictions on the use of any particular funds or donor gifts
- ☐ Copies of IRS Form 990 for the calendar year under review
- ☐ Copies of Form 1099s
- ☐ Copies of treasurer's reports / financial statements for the period to be reviewed
- ☐ List of all bank and investment accounts, including names and contact information of persons authorized to sign on each account.
- ☐ Copies of all bank and other financial statements for the period to be reviewed
- ☐ Copies of all bank and investment account reconciliations for the period to be reviewed
- ☐ Copies of all checks or disbursements made from the accounts with description of use
- ☐ Cash tally sheets or cash receipts journal for fund raising activities
- ☐ List of inventory purchased, sold and on hand
- ☐ Invoices, receipts and other documents
- ☐ Copies of any fundraiser flyers or advertisements dispersed in any format (paper, email, social media etc.