

2019 COMPLIANCE CHECKLIST FOR NONPROFITS

Fine-Tune Your Practices for a Prosperous 2019

- ☐ **1. Are you registered where required for charitable solicitation?**

Every year, you should reevaluate your fundraising footprint. Where are your solicitations going, and where are contributions coming from? Are there new states where you will be required to [register for fundraising](#) based on your revenue and contributions? Are your registrations up to date in existing states? When will renewals be due in the coming year?
- ☐ **2. Have you met charitable disclosure requirements?**

As you reevaluate your fundraising footprint, make sure [charitable disclosure statements](#) are included in solicitations where required. Disclosures may be required on solicitations, donor confirmations, receipts, and other materials.
- ☐ **3. Have your audit requirements changed?**

Each year, you should reevaluate how your revenue and contribution levels affect your [charitable solicitation audit](#) requirements to ensure that you're submitting the correct financial statements with charitable registrations and renewals.
- ☐ **4. Did you engage in any commercial co-ventures? Do you plan any for 2019?**

Many states have detailed requirements for [commercial co-ventures](#) such as charity events and share-of-revenue campaigns. In addition to registering for charitable solicitation, these may include filing the contract before the campaign and providing financial reports at its conclusion. If you conducted campaigns in the past year, make sure you have met all requirements.
- ☐ **5. Did you work with any professional solicitors or fundraising counsel?**

Contracting with [fundraising professionals](#) is another activity that triggers specific requirements in many states. As with commercial co-ventures, the requirements typically involve filing contracts and submitting financial reports for each campaign.
- ☐ **6. What is the status of your entity?**

Do you know if you're in good standing in every state where you're registered? Do you have delinquent filings? If you're not sure of your status, or if you're not even sure where you're registered, we can help. Our software is interfaced with secretary of state databases all U.S. jurisdictions, so we can show you the status of your entity in every state. In minutes, we can provide a [compliance check](#) to confirm whether you are in good standing and what information is on file with state agencies. This is critical, because loss of good standing can lead to penalties and jeopardize your ability to raise funds and receive grants.
- ☐ **7. Have you filed annual reports where due?**

Most states require nonprofits to file [annual reports](#) with basic information about your organization. The deadlines are highly variable, making it easy for busy staff to lose track of them. We can help you determine where you owe annual reports and when the next one is due in every state where you are registered. We also provide [fully managed annual report service](#) so you never have to worry about it again.
- ☐ **8. Do you have active registered agent service in every state?**

Maintaining [registered agent](#) service is a key element of good standing, in addition to providing critical notice of lawsuits against your business. Do you know who is acting as your registered agent in every state? Are you receiving the [level of service you expected](#)? If you're unsure, we can confirm the status of your registered agent service for you. And we can also provide nationwide [registered agent service](#) for ultimate simplicity and protection.

☐ 9. Have you maintained tax exemptions where required?

As your organization grows, it's important to ensure that you have applied for [tax exemptions](#) where required. Often, exemptions must be renewed. We can help you apply for federal and state tax exemptions, renew exemptions when required, and handle other tax registration matters for you. [Just get in touch.](#)

☐ 10. Are your organization's records up to date?

Are your records up to date with all relevant state agencies? It's critical to notify state agencies whenever information in your organization's record changes. This may include new addresses, changes in officers and directors, and changes in contact information, among other information. Failure to promptly notify authorities of changes can result in loss of good standing.

☐ 11. Are you conducting operations in new states?

Have you purchased property, hired employees, opened offices, or conducted other activities that may require registration in new states? If your operations have expanded in 2018, you may need to obtain a [certificate of authority](#) in new jurisdictions. In some states, this process, called [foreign qualification](#), is required as part of charitable solicitation registration.

☐ 12. Are there states where you are no longer active?

Conversely, if your footprint has shrunk, you will need to decide whether to maintain a presence in states where you are inactive or terminate registrations and withdraw. Sometimes nonprofits are tempted to just let filings lapse, but this is a mistake. Until you officially withdraw from the state, your obligations continue. Failure to maintain good standing can lead to significant penalties, and these will continue to accrue and compound year after year. It also jeopardizes your eligibility for fundraising and grants, and can even lead to dissolution of your entity.

☐ 13. Create a compliance calendar.

Once you've gathered all of this information, you should record all charitable solicitation registrations and secretary of state filings that will come due in the next year along with their due dates. Schedule reminders for staff in advance of deadlines to allow time for preparing and submitting filings. Our dedicated compliance software has a built-in Compliance Calendar that makes quick work of these tasks.



If you need help with any aspect of compliance, please [get in touch](#). Our specialists have helped thousands of nonprofits enjoy the benefits of worry-free compliance at every phase of their development. Let us help you enjoy a prosperous year!

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