Nonprofit Year-End Checklist

Financial Preparation

- [ ] Reconcile all bank & credit card accounts
- [ ] Ensure proper approvals are documented (Board minutes)
- [ ] Organize all records in one central system
- [ ] Verify restricted and unrestricted fund balances
- [ ] Review and finalize income & expense entries
- [ ] Budget analysis

Board Reports

- [ ] Statement of Activities (Income Statement)
- [ ] Statement of Financial Position (Balance Sheet)
- [ ] Budget vs Actual reports
- [ ] Restricted funds reports
- [ ] Net asset breakdowns

Donor Communications

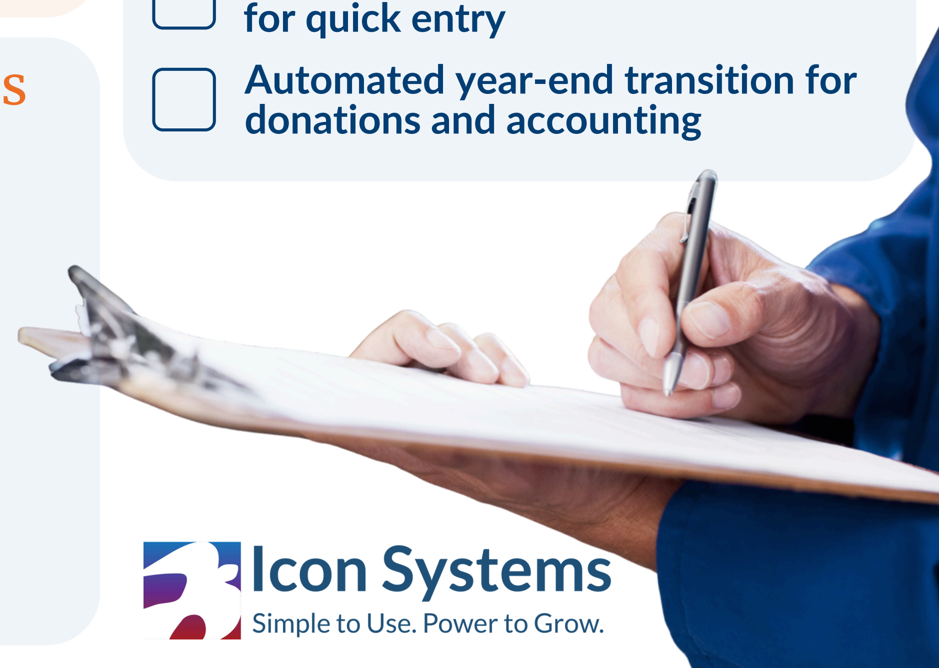
- [ ] Send donor tax statement by January 31st
- [ ] Personalize thank-you letters
- [ ] Share year-end impact report (dollars - mission outcomes)
- [ ] Archive and update the donor database
- [ ] Recurring donations and intent tracking

Operations & HR

- [ ] Set up staff evaluations and professional development goals
- [ ] Complete payroll taxes, W-2s, 1099s and 990
- [ ] Complete open enrollment for benefits and update payroll.
- [ ] File unemployment insurance reports, state W-2s
- [ ] Review bylaws, financial policies, and handbooks

Time-Saving Automations

- [ ] Email donor statements & personalized thank-you letter
- [ ] Generate a budget based on prior year budget or actuals
- [ ] Monthly reconiliations with easy bank integrations
- [ ] Easy donation entry that posts to accounting with one click.
- [ ] Recurring transactions selection for quick entry
- [ ] Automated year-end transition for donations and accounting



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