



# ACCOUNTABILITY WIZARD DOCUMENT SUBMISSION CHECKLIST



The following is a checklist of documents necessary for your organization to submit prior to beginning the Wizard. Each refers to those completed during the most recent fiscal year, except where noted. Additional information may be requested. If your organization does not have a particular form, please let us know by email at [wizard@smartgivers.org](mailto:wizard@smartgivers.org)

- ANNUAL REPORT:** Or other document sharing agency information, accomplishments and financials with public.
- AUDITED FINANCIAL STATEMENTS:** A complete copy.
- IRS FORM 990 OF PARENT ORGANIZATION:** If your organization is an affiliate.
- IRS FORM 990 OR 990 EZ:** From the *most current fiscal year and previous two years*. Include attachments.
- IRS PRIVATE LETTER RULINGS CORRESPONDENCE:** If applicable.
- BUDGET:** Current fiscal year.
- ARTICLES OF INCORPORATION**
- BY-LAWS:** Current.
- BOARD ROSTER:** Current list of voting board members – with officers indicated
- BOARD MEETING MINUTES:** From full board meetings for entire previous fiscal year and current year to date.
- FINANCIAL REPORT:** One sample report routinely given to board members.
- LIST OF KEY STAFF MEMBERS:** Include names and titles or an organizational chart.
- CONFLICT OF INTEREST POLICY:** Include policies that are relevant to both board and staff.
- DISCONTINUE CONTACT POLICY:** Written policy that addresses donor request to cease solicitation.
- FUNDRAISING APPEALS:** Copies of current or last year solicitation letters, telemarketing scripts, etc.
- PROFESSIONAL FUNDRAISER CONTRACTS:** If applicable.
- MINNESOTA ATTORNEY GENERAL REGISTRATION STATEMENTS OF PROFESSIONAL FUNDRAISERS:** If applicable.

The following documents are not required for submission but will aid you in completing the Accountability Wizard:

- Board Meeting Attendance Record
- Board Member Terms Start and End dates

***We recommend that you make two copies of the documents included on the checklist, as you will need most of them to complete the Accountability Wizard.***