

# Nonprofit Organization Compliance Checklist

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: Compliance Checklist for Nonprofit Organization

**Dear [Recipient's Name],**

As part of our commitment to maintaining compliance with regulations and best practices, we have prepared the following checklist for our nonprofit organization. Please review the items below and ensure that all necessary actions are taken.

## Compliance Checklist

- Verify tax-exempt status with the IRS
- Update and maintain bylaws and articles of incorporation
- Conduct annual board meetings and keep minutes
- File annual Form 990 with the IRS
- Ensure compliance with state fundraising laws
- Review and update conflict of interest policy
- Maintain accurate financial records
- Conduct regular financial audits
- Comply with employment and labor laws
- Review insurance coverage and risk management policies

Thank you for your attention to these important compliance matters. Please confirm once all items have been addressed.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Contact Information]