

NAACP

**AFR PREP
CHECKLIST**

WE ARE ONE NAACP

AFR Prep - Checklist

Collect all Bills, Receipts and Statements (Monthly/Quarterly)

- ☐ Savings (interest bearing) Account
- ☐ Checking (operating) Account
- ☐ Restricted Funds (ACT-SO, BTS-SIS) Account
- ☐ Donor Accounts
- ☐ Investment Accounts
- ☐ Copies of this year's Bills
- ☐ Copies of this year's Receipts
- ☐ Misc. Receipts/Funds that need to be accounted for (i.e.Travel Expenses & Disbursements)

Collect all Operating Expenses

- ☐ Facility Expenses / Lease Agreements and Insurance
- ☐ Employee and 1099 Contractors
- ☐ Office
- ☐ National Convention
- ☐ State Convention

Civic Engagement & Other Expenses

- ☐ Membership Drive
- ☐ Community Service
- ☐ Voter Education/Registration
- ☐ Youth Oriented Services
- ☐ Fundraising
- ☐ General

Assessments

- ☐ National Assessments - \$\$ Current year
- ☐ Fundraising Assessment Paid - \$\$ during the AFR year
- ☐ National Assessments - \$\$ Prior years
- ☐ National Late Filing Fee (yes / no) am I filing after the deadline?
- ☐ State Assessments - \$\$ Current Year
- ☐ State Assessments - \$\$ Prior Years
- ☐ State Late Filing Fee (yes/no) did I file after the deadline?



AFR Prep - Checklist

Grant Expenses

- ☐ Grants
- ☐ ACT-SO
- ☐ Scholarships
- ☐ Other (comments will be required if amounts are placed in this section)

\$\$ - Income (monies received/deposits)

- ☐ Membership
- ☐ Restricted Income
- ☐ Interest Income
- ☐ Donations and Fundraising

Other Information Needed

- ☐ Schedule B - Any contributions donations that were received by the unit
- ☐ Schedule A – Do you have Employees?
- ☐ Paid employee information (Name, Title, Hrs. Worked Per week and Annual Salary)
- ☐ Restricted Income Documentation - MOU, Grant Reports and award letters
- ☐ IRS documents filed by the Branch/Unit (1096, W2, or 990)
- ☐ EIN (All Units must obtain an EIN with the exception of some colleges)
- ☐ Cash balance on hand at December 31 (prior year) for all accounts
- ☐ Cash balance on hand at December 31 (this year) for all accounts
- ☐ Total expenses (all withdraws from the bank accounts)
- ☐ Net Income/Loss
- ☐ Name, phone#, and email address for the President, Secretary, and Treasurer of the unit.
- ☐ Bank account information to remit assessment: Bank account Routing and Account numbers.
- ☐ Notes for any transfers, account closures, opening of new accounts, etc.
- ☐ Patience ☐
- ☐ Notebook, Pencil, Calculator & someone to review the AFR with before submitting
- ☐ A positive attitude; we are in this together and will work together to review your AFR submission.

Tips for successful record keeping

- ☐ Keep electronic or detailed records that are stored or uploaded monthly for quick and easy access in the same place.
- ☐ Review your books frequently for abnormal changes and to familiarize yourself with the practices of your Unit.