

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.