

NAACP

**AFR PREP
CHECKLIST**

I am NAACP

A-R Prep - Checklist

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

- Savings (interest bearing) Account
- Checking (operating) Account
- Restricted Funds (ACT-SO, BTS-SIS) Account
- Large Donor (Federal Funds) 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
- Employee
- 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
- 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?

Grant Expenses

- Grants
- ACT-SO
- Scholarships
- Other



AFR Prep - Checklist

\$\$ - Income

- Membership (be able to report out at all levels)
- Scholarship & Restricted Income
- Interest Income
- Fundraising

Other Information Needed

- Schedule B - Any contributions donations that were received by the unit and were a combined value of over \$5,000
- Schedule A – Do you have Employees?
- Paid employee information (Name, Title, Hrs. Worked Per week and Annual Salary)
- EIN
- Cash balance on hand at December 31 (prior year)
- Cash balance on hand at December 31 (this year)
- Total expenses
- Net Income/loss
- Name, phone#, and email address for the President, Secretary, and Treasurer of the unit.
- Bank account information to remit assessment: Unit EIN, Bank account Routing and Account numbers.
- Notes for any transfers, account closures, opening of new accounts ext.
- 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 recordkeeping

- 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.