

# Nonprofit Startup Checklist

- ☐ Purpose & Due Diligence
- ☐ Articles of Incorporation (Form 502)
  - Include IRS Specific Language
- ☐ Initial Board Members
- ☐ Develop Mission/Vision
- ☐ By-Laws
- ☐ Develop Key Policies
  - Conflict of Interest
  - Non-Discrimination
  - Whistleblower
  - Document Retention and Destruction
  - Authorized Signatures for Disbursements (Check-Signing)
- ☐ Board Governance Procedures
  - Rules for Voting
  - Director and Officer Job Descriptions
- ☐ First Meeting of the Board
  - Approve Directors and Officers, Articles, By-Laws, Bank Accounts, Fiscal Year, etc...
- ☐ Employer Identification Number (EIN)
- ☐ Bank Account
- ☐ Director and Officer Liability
- ☐ Annual Budget
- ☐ 501c3 Filing (Form 1023)
  - Narrative Description of Activities
  - 3-Year Statement of Revenue & Expenses
  - Form 1023 Application Question Supplements
  - Form 5768 for “Influencing Legislation”

- ☐ **License to Solicit (Michigan)**
  - **Unified Registration Statement (if multiple States)**
- ☐ **State Sales Tax Exemption (Form 3372)**
- ☐ **Board Development**
  - **Sub-Committees (Executive, Finance, Development, etc...)**
  - **Board Matrix and Selection Process**
- ☐ **Planning**
  - **Strategic**
  - **Fund Development**
  - **Communications/Marketing**
- ☐ **Hire Staff**
  - **Personnel Policy**
    - **ADA, Sexual Harassment, Code of Conduct, Non-Disclosure, Whistleblower, Non-Discrimination, Conflict of Interest, Employee Conduct, etc...**
  - **General Liability Insurance**
  - **Worker's Compensation**
  - **Payroll**
    - **Withholding**
    - **Unemployment Tax**
- ☐ **Annually**
  - **State Annual Filing**
  - **Audit**
  - **Form 990**
  - **Renew License to Solicit**