**Critical Documents Binder Checklist**

It’s important to keep documents that are critical to the operation of your group securely stored. Many groups keep at least two copies of these documents in separate places. For example, one copy in a Critical Documents Binder that the Secretary or Treasurer maintains, and a second copy in a safe deposit box.

We recommend scanning and uploading a copy to MoneyMinder’s Documents storage area for quick access.

Critical Documents to securely store:

o A list of the current board of directors

o A Schedule of Events for the year

o Your budget as approved by the membership

o Any modifications to your approved budget

o Proof of insurance

o Articles of Incorporation and IRS correspondence regarding this

o Bylaws & standing rules

o State certificate of formation & annual corporate reports filed with Secretary of State

o Charitable Solicitations Report

o Audit report

o Annual Report (IRS)

o IRS 990/EZ/N returns

o IRS correspondence

o State tax information returns, if applicable

o Bank correspondence

o W9 / 1099 / 1096 (IRS forms and reports for people you pay but do not withhold tax from)

o Federal Employer Identification Number (FEIN), also referred to as EIN #

o State sales tax licenses and correspondence

o IRS Letter of Determination (for 501c3 status)

o Audit reports

o Contracts & leases still in effect

o Insurance records, accident reports, claims, policies & certificates