

# Annual Financial Review Checklist

- ✓ Monthly Bank Statements
- ✓ Copy of Check Register
- ✓ Invoices (including credit card statements with receipts, and expense claims)
- ✓ Deposits
- ✓ Copies of Financial Reports
- ✓ Meeting minutes
- ✓ Bylaws
- ✓ Form 990 tax form receipt