

Seeds Project Annual Accounting Report Checklist

Here is a checklist of items you will need to **send as email attachments to Accounting@Seeds ProjectNonProfits.com**. We will need to receive all of the following items *no later* than January 31.

If these items are not currently stored on your computer as electronic files then you will need to SCAN them to convert them into electronic files. We cannot provide technical assistance. If you need help please seek technical assistance locally.

1. Copy of all Bank Statements for the year. Send your bank statements as electronic files attached to an email with your project name and "2008 Bank Statements" in the subject line.
2. Copy of bookkeeping from Quicken, QuickBooks, Microsoft Money, other accounting software, plus a summary total of annual income and annual expenses
or
Copy of the Checkbook Register with notes identifying the nonprofit purpose of the expenses, plus a summary total of annual income and annual expenses.
Send a copy of your bookkeeping files or a scanned copy of the checkbook register as electronic files attached to an email with your project name and "2008 Bookkeeping" in the subject line. Be sure to include a summary of total income and total expenditures for the year. If you are using software it can do all of the work for you.
3. Copy of all Reimbursement Forms with memos identifying the nonprofit purpose of the expense. (See Reimbursement Form sample.) Send copies of your reimbursement forms as electronic files attached to an email with your project name and "2008 Reimbursement Forms" in the subject line.
4. Copy of all Donation Receipts over \$250 for money you have received. (See Donation Receipt sample.) You must keep records of all donations; we need copies of Donations Receipts for amounts over \$250. Send copies of these donation receipts as electronic files attached to an email with your project name and "2008 Receipts for Donations over \$250" in the subject line.
5. Copy of all Gift Acknowledgements for money you have *donated to others*. See Gift Acknowledgement form sample.) Send copies of these forms as electronic files attached to an email with your project name and "2008 Receipts for Donations Made" in the subject line.
6. Sum total of all income for the past year, including all donations, earned interest and any other income. _____
7. Amount of Seed Project fee from chart based on income. _____

