Admin Dropbox

Summary of what’s included

Audits

1. All final audit reports
2. Rep, engagement letters & auditor correspondence

Bank

1. All bank statements by month & year – including bank recs
2. Bank signer documents – account opening docs, etc.

Board of Directors

1. Board minutes
2. Board Resolutions
3. Board Lists (as they evolve)
4. Board agendas & materials
5. Annual BOD conflict of interest attestation

Cash Flow & Budget

1. Include cash flow & budget documents by year

Charitable Solicitation

1. Include all annual renewal paperwork
2. Annual license

Check Requests

1. Include check requests to be processed by month & pay period
   1. Approved Check request form
   2. Invoice
   3. W9 – if required
   4. ACH info
   5. Regrant agreement

Consultants – Contracts & W9s

Credit Card

1. Credit card reports by month & year
2. All receipts & back-up supporting charges

Deposits

1. Deposit package by month
   1. Deposit ticket from bank
   2. Copies of all checks (including check stub)
   3. Keep hard copies of checks/check stubs in office by month
   4. Copies of any letter or additional information that came w/ check
   5. Copies of wire confirmations from bank (if applicable)

Donors

1. Folders by donor to preserve the history
   1. Include proposals – include clear notation on what was submitted
   2. Executed grant agreements
   3. Thank you letters
   4. Other correspondence

Employee Expenses

1. Employee expense reimburse documentation (anything that an employee pays out of pocket and gets reimbursed for or mileage)
2. File by pay period & year

HR

1. Employee files & paperwork
2. Employee benefits paperwork
3. Employee payroll or benefits changes
4. Payroll reports & files
5. HR policies & procedures

Insurance

1. All current & historical policies
2. Applications
3. Annual worker’s comp audit

Leases

1. Office or equipment lease documentation, if applicable

Legal

Lobbying

1. Registration info with the state if application
2. Regular reports & supporting documentation as required

Monthly Reports

1. Will include monthly reports from Quickbooks that were reviewed
2. Include budget to actual & balance sheet

Organization Docs

1. Permanent files for the organization including:
   1. Bylaws
   2. Articles of Incorp
   3. W9s
   4. C3 paperwork

Policies & Procedures

1. Official policies for the org:
   1. Whistleblower
   2. Doc retention
   3. Conflict of interest
   4. Financial policies & procedures

Regrants

1. Full paperwork package for disbursement by month & year
   1. Signed agreement
   2. Form W9
   3. IRS Determination Letter
   4. Wire/disbursement info
2. Any documentation from re-grantees needed for report back for re-grants

Taxes

1. Form 990s filed by year – including any extension paperwork
2. Other tax forms as required

Vendors/Consultants

1. Any vendor invoices – filed after they are paid
   1. Rent
   2. Phone bill
   3. Legal
   4. Other invoices that we pay via check/wire/bill pay
2. Consultant Invoices by month & year