

# Booster Organization Fundamentals

## Checklist: Steps for a non-profit

- 1. Incorporate:**
  - a. Prepare articles of incorporation
  - b. Apply to Secretary of State ([www.sos.state.ga.us](http://www.sos.state.ga.us))
  - c. Advertise in legal section of newspaper
  - d. Use "Inc." in your name to alert the general public you are incorporated
- 2. Get an Employer Identification Number (EIN):**
  - a. Apply to IRS ([www.irs.gov](http://www.irs.gov))
    - i. Complete Form SS-4
      - 1. May be done online
      - 2. No fee
- 3. Prepare and adopt by-laws:**
  - a. Governance framework for the organization
  - b. Customized
  - c. Membership ratified via vote
- 4. Apply for 501(c)(3) tax-exempt status with the IRS:**
  - a. Prepare IRS Form 1023 and file within the first 27 months. This form is 28 pages with attachments is typically 50 to 100 pages.
  - b. Pay user fee of \$750. If your gross receipts are \$10,000 or less this fee is reduced to \$300.
  - c. [www.stayexempt.org](http://www.stayexempt.org) IRS educational site
- 5. File annually required documents:**
  - a. Federal: IRS Form 990 or 990-EZ
    - i. Failure to file over a period of time leads to de-certification of tax-exempt status
  - b. State: Registration with Georgia Secretary of State (\$30)
    - i. Failure to register over a period of time leads to "Administrative dissolution"
- 6. Put in place a member-approved budget annually**
  - a. Officer's "license" to spend organization funds
- 7. Put in place controls to protect officers and members**
  - a. Process controls (i.e.: Signature requirements, check requests, purchase orders, etc. as needed)
  - b. Self-assessments or informal audits
  - c. Formal financial audits

***COULD YOUR ORGANIZATION CHECK EVERY BOX?***