Fiscal-Year-End Close Checklist — _____

Fiscal year ends: _____ **Treasurer:** _____ **Staff lead:** _____

One month before year end

- ☐ Confirm who prepares the 990 (staff, bookkeeper, CPA) and book the date
- ☐ If a review or audit is required, engagement letter signed; fieldwork dates set
- ☐ List restricted grants and gifts, and what is left on each
- ☐ Ask directors and officers for this year's conflict-of-interest disclosures (the 990 asks about them)

Within 30 days after year end

- ☐ Bank and investment accounts reconciled to year-end statements
- ☐ Receivables, payables and accrued payroll recorded
- ☐ Grants received and spent matched to their terms
- ☐ Fixed assets and depreciation updated
- ☐ Draft year-end financial statements to the finance committee by _____

Within 90 days

- ☐ Review or audit complete; management letter received
- ☐ Board (or audit / finance committee) meets with the reviewer or auditor: _____
- ☐ Board accepts the year-end statements; minute the vote

By the 15th day of the 5th month after year end

- ☐ IRS Form 990 / 990-EZ / 990-N filed, or Form 8868 extension filed (6 months; the 990-N cannot be extended)
- ☐ Copy of the 990 to every director before filing (record the date): _____
- ☐ NH: NHCT-12 to the Charitable Trusts Unit (or NHCT-14 extension)
- ☐ MA: Form PC through the Charity Portal (or extension)

Fixed-date filings that do not move with your year end

- ☐ ME: annual report to the Secretary of State by June 1
- ☐ MA: annual report to the Secretary of the Commonwealth by November 1
- ☐ NH: five-year report to the Secretary of State in years ending 0 and 5 (next: 2030)

Close-out

- ☐ Next year's budget approved before the year starts: _____
- ☐ Filing confirmations saved where the whole board can find them: _____

Checked by: _____ **Date:** _____

State notes

- **Maine:** Maine's nonprofit annual report is due June 1 whatever your fiscal year ($35; $25 late penalty). A charitable solicitation license, if you hold one, expires November 30.
- **New Hampshire:** The Charitable Trusts Unit annual report (NHCT-12, $75) is due 4 months and 15 days after year end, with a GAAP statement at $500,000 or more and an audited statement at $2,000,000 or more. An IRS extension does not extend it; use form NHCT-14.

- **Massachusetts:** Form PC is due 4½ months after year end through the Charity Portal; over $500,000 needs a CPA review report and over $1,000,000 an audit. The chapter 180 annual report is due November 1 whatever your year end.

Sources

- IRS: Annual exempt organization return: Due date — https://www.irs.gov/charities-non-profits/annual-exempt-organization-return-due-date
- IRS: Form 990 series — which forms do exempt organizations file? — https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in
- 13-B M.R.S. § 1401 (fees: annual report $35; late penalty $25) — https://legislature.maine.gov/legis/statutes/13-B/title13-Bsec1401.html
- 29-250 C.M.R. ch. 260, § 3 (Maine nonprofit annual reports, due June 1) — https://www.law.cornell.edu/regulations/maine/29-250-C-M-R-ch-260-SS-3
- Maine OPOR: Charitable Organizations licensing (Charitable Solicitations Act) — https://www.maine.gov/pfr/professionallicensing/professions/charitable-solicitations-act/licensing/charitable-organizations
- RSA 7:28 (charitable trust registration and annual reports; GAAP statements at $500,000; audit at $2,000,000) — https://www.gc.nh.gov/rsa/html/I/7/7-28.htm
- RSA 7:28-a (filing fees: registration $25; annual report $75) — https://www.gc.nh.gov/rsa/html/I/7/7-28-a.htm
- NH DOJ Charitable Trusts Unit: CTU Forms (NHCT-11 registration, NHCT-12 annual report) — https://www.doj.nh.gov/bureaus/charitable-trusts/ctu-forms
- RSA 292:25 (nonprofit return every 5 years; $25 fee) — https://www.gc.nh.gov/rsa/html/XXVII/292/292-25.htm
- M.G.L. c. 12, § 8F (public charity annual report; fees; audit and review thresholds) — https://www.mass.gov/info-details/mass-general-laws-c12-ss-8f
- MA AGO: Frequently Asked Questions about Charitable Organizations — https://www.mass.gov/info-details/frequently-asked-questions-about-charitable-organizations
- M.G.L. c. 180, § 26A (nonprofit annual report to the Secretary, on or before November 1) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXII/Chapter180/Section26A

Practice template, not legal advice. Your articles, bylaws, policies and the statutes control — check with counsel or the state office before you rely on it.

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