



JONES ACCOUNTING ASSOCIATES  
1199 SE DOCK ST  
OAK HARBOR WA 98277  
360 675-3030

jaoffice@kjonesinc.com | [www.kjonesinc.com](http://www.kjonesinc.com)

### **CHECK LIST for NON-PROFIT, FORM 990**

- Balance Sheet
- Profit and Loss
- General Ledger or Quick Books Disk with user name and password (include version of Quick Books)
- Officers name, address, title and estimated # hours per week of service
- # Volunteers
- # clients served and 3 principal activities
- Do you have: Conflict of Interest Policy, Records Retention Policy and Whistle Blower Policy?
- Minutes of meeting for the fiscal year covered by the return.
- By laws if changed since last year or if first year we are preparing the return.
- Articles of incorporation if first year we are preparing the return
- Federal ID # if first year we are preparing the return
- Tax matters officer