



since 1799

**BALDWIN COUNTY PUBLIC SCHOOLS
Support Organizations
Checklist of Requirements for School File**

Name of Organization: _____

School Year: _____

Documents required annually:

- _____ **Annual 990 Return for 501 (C) Organizations**
- _____ **Current fidelity bond/policy**
- _____ **Annual review of financial operations**
- _____ **Availability of financial records/reports upon request**
 - **Copy of all opened loan/lease agreements**
 - **Copy of all September bank account statements**
(Check copies required)

Documents required as new officers are elected:

- _____ **Financial Operational Agreement**
- _____ **Officer Information Form**
- _____ **Bank Account Information Form**

Documents on file in school – Copies needed as updated by organization:

- _____ **Organization By-Laws**
- _____ **Copy of IRS determination letter of Employer ID Number**

Additional Notes for File:

- ❖ √ - Indicates items have been received and are on file with local school.
- ❖ Enter Date if items have been requested.