

Annual Report Form Sample Checklist for Compliance

This **annual report form sample checklist** ensures thorough compliance by outlining all necessary documentation and procedural steps. It helps organizations systematically verify that each section meets regulatory requirements. Using this checklist promotes accuracy and timely submission of annual reports.

Note: Review each item below and check off upon completion to ensure full compliance.

General Information

- ☐ Organization legal name and address
- ☐ EIN/tax identification number
- ☐ State of incorporation
- ☐ Reporting period covered by the report
- ☐ Contact person and details

Governing Body & Management

- ☐ List of Board of Directors/Trustees
- ☐ Key officers and management team
- ☐ Changes in leadership (if any)

Financial Information

- ☐ Balance Sheet/Statement of Financial Position
- ☐ Income Statement/Statement of Activities
- ☐ Cash Flow Statement
- ☐ Auditor's report (if required)
- ☐ Notes to financial statements

Regulatory Disclosures

- ☐ Compliance certifications
- ☐ Confirmation of tax filings
- ☐ Disclosure of conflicts of interest (if any)
- ☐ Details of any legal proceedings, sanctions, or investigations

Organizational Activities

- ☐ Summary of major activities and accomplishments
- ☐ Update on strategic objectives/goals
- ☐ Key statistics and performance indicators

Supporting Documentation

- ☐ Minutes of annual meeting
- ☐ List of policies reviewed/updated
- ☐ Copies of relevant legal documents and licenses
- ☐ Appendices and supplementary materials

Submission & Sign-Off

- ☐ Final review and approval by authorized officer(s)
- ☐ Signatures of responsible parties
- ☐ Timely submission to the appropriate authority
- ☐ Retention of copies for organization records

If you have any questions regarding this checklist or require assistance with your annual report, please consult your compliance officer or legal counsel.