

# INCOME STATEMENT PULSE

	Key Questions	Date	Date	Date	Date
Period of time	What period of time are we reviewing? Is this frequent enough?				
Budget vs. Actuals	How are we doing relative to our budget?				
Variances	If there are large variances, why? Are we taking action related to variances?				
Reporting	Is our income statement formatted and at the right level of detail to give us the information that we need?				
Reporting	Does the income statement that we share with funders provide the right level of information for their needs?				
Diversification	How diversified are our funding streams? Are we overly dependent on a single revenue stream?				
Trends	Are there any trends or changing relationships that we should consider in reviewing this income statement?				
Action steps	Make a note of any actions that you are going to take before your next meeting.				

# 990 PULSE

	Key Questions	Date	Date	Date	Date
Filing	Which form do you need to file? When should you file it? Is your return signed and complete?  Who will be responsible for making sure you meet your deadlines?				
	Are all appropriate <b>Schedule</b> boxes checked and are the required schedules completed?  Did you make a responsible effort to determine <b>board independence</b> ? Are governance documents available for public inspection?  Is our representation regarding the following written <b>governance policies</b> accurate: conflict of interest, whistleblower, document retention and destruction?  Are all employment, B & O, sales and property <b>tax reports filed</b> and paid?  Are we providing a written acknowledgement for <b>gifts</b> over \$250? And disclosing the fair value of any goods or service provided in exchange for a \$75 donation? Any large noncash donation?  Has our organization correctly classified <b>employees</b> and independent contractors, and have we filed the required W-2 and 1099s to report their compensation?				

Governance	Are minutes being kept for all board meetings and other authorized meetings?				
	Do board members receive a copy of the 990 prior to its filing?				
Marketing	Do pages 1 & 2 present a comprehensive and accurate picture of the organization and its mission? Is it consistent with our website?  <b>Extra:</b> Did you review your Guidestar.org profile and upload additional information where needed?				
	Make a note of any actions that you are going to take before your next meeting.				