



QuickStart Guide for Nonprofits



1. Inc yourself! No, you don't have to get a tattoo, but RENOSI does suggest that you incorporate your nonprofit. Incorporation provides liability protection for your officers, directors, and volunteers. Incorporation also gives nonprofits more credibility and control. Not sure if your group is incorporated? RENOSI will look up state records for you! RENOSI's incorporation service is just one of the benefits you receive when you become a client.

**Congratulations!
You're in charge of a
nonprofit entity!
Now what!?**



2. Get your EIN. Your EIN is a 9-digit number (XX-XXXXXXX) that identifies your organization to the Internal Revenue Service (IRS). Existing nonprofits that incorporate need a new EIN to show the IRS that your group is now incorporated. Your RENOSI start-up fee includes our help to get your group an EIN.



3. Step up to 501(c) tax-exempt status. Whether your organization qualifies for 501(c)(3), 501(c)(4), 501(c)(6) or 501(c)(7), this status means your group is not required to pay federal income tax on the money you raise. Without a 501(c) tax-exempt status, the IRS will be looking for its cut of your funds. Many grant programs require 501(c)(3) tax-exempt status to participate, and for 501(c)(3) groups, donations may be tax-deductible for the donor. That's a big deal!



4. Don't forget your state! To stop paying sales tax on items your nonprofit buys, you need to apply for state sales tax exemption. And, most states require organizations to file a charity registration before they start fundraising. You guessed it! RENOSI files the state registrations for its members.

We know nonprofits!

RENOSI was founded by Sandra Pfau Englund, an attorney who has started over 4000 nonprofit groups, and is the author of **School Fundraising: So Much More than Cookie Dough** and **Rescue Me: Your Step-by-Step Guide to Starting an Animal Rescue**. RENOSI is managed by a staff of attorneys and registration professionals trained in federal and state requirements for tax-exempt organizations.

Our RENOSI start-up package includes:

- Filing for appropriate 501(c) tax-exempt status
- Incorporation of your group
- Obtaining an EIN for your group
- Charity (fundraising) registration in your state
- Applying for state sales tax exemption (in applicable states)



📞 407-347-0099

✉ info@myrenosi.com

🌐 myrenosi.com



The *you've got this under control* nonprofit checklist!

-  **Share the work!** Many hands make light work. Seek a different individual to chair each activity or committee and let them know how much time you really need. People are more likely to join your cause if they don't think they are stepping into a black hole of never-ending responsibilities.
-  **Update signature cards.** New officers means new signature cards and typically a trip to the bank with both the former signors and the new signors. Now's a good time to check to be sure the correct EIN is attached to the bank account.
-  **Review your bylaws.** Your bylaws provide the rules for how the group operates, including election procedures, duties of the officers, membership eligibility, and budgeting and financial guidelines. Copies of your bylaws should be available for all your members. RENOSI is happy to provide sample bylaws.
-  **Draft a budget.** Your annual budget should include the planned source(s) of income and the amount anticipated from each, and planned expenses and the amount of each expense. The budget often is developed by a nonprofit's executive board, and then approved by the voting membership. Send us an email and we'll send you a budget template.
-  **Report to your members.** At each meeting, you should provide the officers and members with a budget-to-actual report showing income and expenses to date. Financial controls should be in place including:
 - all transactions are approved in the budget or by a subsequent vote;
 - two people always count cash, on site where it is collected, signing a tally sheet and depositing funds immediately after counting;
 - two people always sign checks; blank checks are never pre-signed;
 - bank statements are reconciled within 30 days; and,
 - someone without check signing authority reviews all bank statements.
-  **File required federal and state registrations and renewals, including:**
 - IRS 990-series return (990N, 990EZ, full 990) to maintain 501(c)(3) status;
 - State corporate report (to maintain corporate status);
 - State sales tax registration and renewal; and,
 - State charity (fundraising) registration and renewal.

