



west virginia department of environmental protection

Watershed Improvement Branch
601 57th Street, SE
Charleston, WV 25304

Jim Justice, Governor
Austin Caperton, Cabinet Secretary
<http://www.dep.wv.gov/nonpoint>

Financial History Checklist

Mailing address

Organization name

<u>Completed</u>		<u>Date</u>	<u>Description</u>
Yes	No		
		_____	Financial statements - 2 years
		_____	Bank statements - 12 months
		_____	Financial management procedures and chart of accounts
		_____	Internal control procedures
		_____	Procurement process
		_____	Annual budget documents
		_____	Board of Directors Charter
		_____	Minutes of last six board _____ meetings
		_____	FEIN number _____
		_____	DUNS number _____
		_____	W-9 form _____

Date

Signature/Title

Note: The information must be verified by the NPS Coordinator, a regional Basin Coordinator or another designee from WVDEP's Watershed Improvement Branch.



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Resources

1. Financial statements
<https://www.accountingtools.com/articles/financial-statements-of-nonprofits.html>
2. Bank statements
<https://www.harborcompliance.com/blog/2015/05/27/how-to-open-a-nonprofit-bank-account/>
3. Financial management
<https://www.councilofnonprofits.org/tools-resources/financial-management>
4. Internal controls
<https://www.councilofnonprofits.org/tools-resources/internal-controls-nonprofits>
5. Procurement
<http://www.wvlegislature.gov/wvcode/Code.cfm?chap=05&art=22A>
6. Annual budget documents
<https://www.councilofnonprofits.org/tools-resources/budgeting-nonprofits>
7. Board of Director charter
<https://www.nhnonprofits.org/resource-center/sample-documents-and-templates>
8. Board meeting minutes
<https://www.boardeffect.com/blog/best-practices-taking-nonprofit-board-meeting-minutes/>
9. FEIN number
<https://www.irs.gov/charities-non-profits/employer-identification-number>
10. DUNS number
<https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>
11. W9 form
<https://www.irs.gov/forms-pubs/about-form-w-9>

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