

What Are Critical Documents?

They are documents that are critical to the operation of your group that you will want to be able to access at a moment's notice.

Many groups keep at least two copies of these documents in separate places. For example, one copy in a Critical Documents Organizer (like our Treasurer's Toolbox) that the Secretary or Treasurer maintains, and a second copy in a safe deposit box. Or at the President's place of business. Or at your school or sports club.

These are not documents that you want to hunt through a shoe box for, or phone the previous treasurer for, or write the government or your governing body in the hopes that you can get a copy of their copy.

Make a resolution now that you will locate the documents critical to your organization and store them in a secure manner.

Examples of these would be:

- ✓ A list of the current board of directors
- ✓ A Schedule of Events for the year
- ✓ Your budget as approved by the membership
- ✓ Requests for Funds that modified your approved budget
- ✓ Proof of insurance
- ✓ Articles of Incorporation and IRS correspondence regarding this
- ✓ Standing rules
- ✓ Charitable Solicitations Report (state)
- ✓ Audit report
- ✓ Annual Report (IRS)
- ✓ 990/EZ returns
- ✓ Bank correspondence
- ✓ W9 / 1099 / 1096 (IRS forms and reports for people you pay but do not withhold tax from)