

## Nonprofit Fundraising Event IRS Reporting Checklist

Use the checklist below to help your nonprofit fundraising event meet IRS compliance and reporting requirements. This list can be customized to meet your organization's specific needs.

*Note: This checklist is specific to IRS reporting and compliance requirements. GAAP financial reporting might be different.*

Reporting and Compliance Considerations	Yes	No	N/A
› Recordkeeping and processes in place to track and report property donations and dispositions for Form 990 compliance			
› Charitable solicitation licenses are current in all states where the organization is required to register			
› State solicitation agency disclosure to be included on solicitations and donor acknowledgments (in states where it is required)			
› State Alcoholic Beverage Control special occasion permit obtained for alcoholic beverages, if applicable.			
› <b>Unrelated business income confirmations:</b>			
• Is the event considered occasional or sporadic?			
• Do volunteers perform most of the work for the event?			
• Do donations constitute most of the event merchandise sales?			
• The sponsor cash or in-kind contributions meet "qualified sponsorship payment" exception.			
• <a href="#">Contribution acknowledgments that meet IRS requirements</a> is provided in a timely fashion to donors			
• Part IV, Section B, of <a href="#">IRS Form 8283</a> , Noncash Charitable Contributions, is completed and provided to donor upon request. A copy is retained by the organization			
• The source of the good faith estimate of value for each auction item is documented			
• Good faith estimates of auction item values are distributed to auction participants or displayed with items			
• <a href="#">Cost of donor contributions meeting either low-cost articles or de minimis benefit exception to quid pro quo disclosure documented in the organization's records</a>			
› <b>Provide quid pro quo disclosure in a timely manner to participants, include good faith estimate of donor benefits:</b>			
• Purchased admissions that include donor benefits			
• Auction purchases			
• For sale of auction property where Form 8283 was previously signed by organization, <a href="#">Form 8282</a> , Donee Information Return, filed with IRS within 125 days of sale and copy provided to donor			

<ul style="list-style-type: none"> <li>• <a href="#">Form 1098-C</a>, Contributions of Motor Vehicles, Boats, and Airplanes, filed with IRS and copy provided to donor within 30 days of sale</li> </ul>			
<ul style="list-style-type: none"> <li>• <a href="#">IRS Form 8899</a>, Notice of Income from Donated Intellectual Property, filed within 30 days after close of fiscal year for each year property produces income, up to 10 years, copy provided to donor</li> </ul>			
<p>› <b>State or local sales taxes to be collected on:</b></p> <ul style="list-style-type: none"> <li>• Event admissions</li> <li>• Auction sales</li> </ul>			
<p>› <b>IRS Form 990 inclusions:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Schedule G</a>, Supplemental Information Regarding Fundraising or Gaming Activities, where sum of contributions and income from fundraising events are greater than \$15,000 for year</li> <li>• <a href="#">Schedule M</a>, Noncash Contributions, where annual total exceeds \$25,000, or for donation of art, treasures, or qualified conservation property</li> <li>• <a href="#">Schedule N</a>, Liquidation, Termination, Distribution, or Significant Disposition of Assets, where total organization assets decrease by more than 25% as result of donation program followed by sales or other dispositions</li> <li>• <a href="#">Form 990-T</a>, Exempt Organization Business Income Tax Return, where annual gross receipts from unrelated business income are \$1,000 or more</li> </ul>			

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