

LEGAL CHECKLIST: STATE LAW

If YES, date sent or reviewed	NO	ITEM
STATE		
		Our board of directors reviews the Articles of Incorporation at least once a year to make sure that actual practice is consistent with these documents.
		Our organization's registered agent is still at the address on file with the Secretary of State.
		The registered agent has signed a consent form that is on file with the Secretary of State.
		We can rely on our registered agent to give us mail that comes to the corporation.
		Our board of directors reviews the Bylaws at least once a year to make sure that actual practice is consistent with these documents.
		Our organization prepares and maintains financial statements and statements of account on a regular basis.
		Our board has reviewed, and if necessary secured expert advice about, our financial controls, and regularly revisits this topic to assure adequate scope and compliance.
		Our organization has adequate separation of financial duties. In particular, the person writing and signing checks is different than the person reviewing and reconciling bank statements.
		More than one person is an authorized signer on our organization's bank accounts and these signatories are up-to-date.
		Our organization does not make loans to any of its officers or directors.
		Our organization understands and carefully observes any use or spending restrictions on grants and other contributed funds.
		Our organization has Directors and Officers Insurance and the board members have reviewed the policy and understand what is covered and what is not covered.
		Our organization files an annual report with the Washington Secretary of State. (You may also need to register as a Charitable Organization; see Chapter 3. Fundraising & Donations for more information.)
		Our organization has filed a Master Business License application with the Washington State Department of Revenue.
		Our organization understands its obligation to pay any state sales or business and occupation taxes.
		Our organization understands whether it is entitled to any exemptions from these taxes.
LOCAL		
		Our organization has a current license to do business from the city/county where it is located.
		Our organization understands its obligation to pay any local business and occupation or property taxes.