



LOUISIANA NONPROFIT COMPLIANCE CHECKLIST

Use this checklist to ensure your nonprofit remains in good standing with federal, state, and internal governance requirements.

Federal Compliance (IRS)

- ☐ File IRS Form 990 annually (990-N, 990-EZ, or full 990 based on size)
- ☐ Maintain updated Articles of Incorporation and bylaws
- ☐ Provide donor acknowledgment letters for tax purposes
- ☐ Track and store board meeting minutes and major decisions
- ☐ Avoid conflicts of interest and private benefit violations

State Compliance (Louisiana)

- ☐ File your Annual Report with the Louisiana Secretary of State
- ☐ Maintain current registered agent and board member details
- ☐ Renew your charitable registration (if soliciting donations)
- ☐ Update Articles of Incorporation when amendments occur
- ☐ Comply with financial disclosure rules (if applicable)

Internal Governance & Risk Management

- ☐ Adopt and follow a Conflict of Interest Policy
- ☐ Maintain a Whistleblower and Document Retention Policy
- ☐ Implement financial controls (segregation of duties, dual signature requirements, etc.)
- ☐ Track restricted vs. unrestricted funding accurately
- ☐ Review and approve major contracts or obligations through the board