



west virginia department of environmental protection

Watershed Improvement Branch  
 601 57<sup>th</sup> Street, SE  
 Charleston, WV 25304

Jim Justice, Governor  
 Herold Ward, Cabinet Secretary  
<https://go.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 _____
		_____	SAM/UEI _____
		_____	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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