Annual Financials Checklist

Enter the month for each task based on your co-op's FISCAL year in the space provided.

Month	Task
1st __________	☐ Send the previous year's financial records to the coop's CPA for preparation of financial statements and tax returns. ☐ Send a copy of the approved budget for the fiscal year to the Community Loan Fund (if required).
3rd __________	☐ Send income tax returns or extension request(s), prepared by your CPA, by the 15th of the month. ☐ Send copies of completed tax returns and financial statements to the co-op's lender(s)
9th __________	☐ If you received an extension to file your tax return, send completed return, prepared by your CPA, by the 15th of this month. ☐ Send copies of tax returns and financial statements to the co-op's lender(s)
10th __________	☐ Prepare a draft budget for the next fiscal year. ☐ Review the Capital Improvement Plan (CIP) and revise as needed. This may include amending the budget to make monthly deposits to the Replacement Reserves to finance the needed capital improvements.
11th __________	☐ Bring draft budget and Capital Improvement Plan to the Board for review, discussion and recommendation to the Membership. ☐ Prepare documents for the co-op's Annual Meeting.
12th __________	☐ Annual Meeting
by 3/31 every year	☐ Prepare and send the NH annual report to secretary of state with the $25 fee (due April 1st)