MARTUS



NONPROFIT YEAR END CHECKLIST

Year-end can be especially demanding for nonprofit organizations balancing both calendar and fiscal responsibilities. To help streamline activities and support long-term financial sustainability, we've created a checklist designed to guide your team through essential year-end tasks with confidence.

A Year End Checklist Can Help:

- Standardize processes
- Increase accuracy
- Strengthen efficiency
- Grow the team's knowledge and confidence
- Ensure regulatory compliance
- Reduce cost and improve audit readiness



Year End Checklist

Regardless of your fiscal planning cycle, the end of the calendar year remains a pivotal time for fundraising and organizational planning. Prepare early for year-end giving campaigns and schedule seasonal messaging for donors, customers, and constituents. With budgets likely finalized, this is an ideal moment to align around next year's goals and initiatives. It's also a great opportunity to meet with your board to secure support for upcoming priorities. Even if your fiscal year doesn't end now, many calendar-year requirements still need attention.

- [ ] Donor acknowledgements
- [ ] Make sure that any in-kind donations have been properly tracked and recorded
- [ ] Grant and contract reporting requirements for calendar year
- [ ] Grant and expense tracking for calendar year requirements
- [ ] Vendor and contractor verification for 1099s
- [ ] Payroll and W4 verification for W2s
- [ ] Plan for any year end bonuses or gifts. Handle gifts to clergy, volunteers, and employees carefully and note if taxable.

2026 © MARTUS SOLUTIONS™. ALL RIGHTS RESERVED.

Activities

- [ ] Payroll: Enter all payroll and related taxes and benefits for year end
- [ ] Reconcile all revenue and expenses received are posted prior to year end
- [ ] Donations: post all donations received by end of year
- [ ] Complete normal month end checklist and bank and credit card reconciliations for final month of the year
- [ ] For organizations with physical inventory, schedule and complete a physical inventory count recording adjustments accordingly. Include documentation to the valuation methods and reconciliation process.
- [ ] Review fixed asset control list or register. Update for any additions, disposals, or transfers. Verify existence and condition of assets and document any changes to the FA register.

Tax Compliance

- [ ] Prepare IRS Form 990 and other relevant tax forms. Ensure all federal, state, local, and grantor compliance requirements are met.
- [ ] Complete Contribution Statements by January 31
- [ ] Complete IRS Form 1099 by January 31

Financial Overview

- [ ] Prepare annual reports and review for accuracy
- [ ] In addition to the annual financial reports, include key performance indicators and financial ratios and trend data.
- [ ] Use insights from these reports to inform your budget and strategic planning
- [ ] Meet with your Board of Directors to review performance, budget, and strategy for upcoming year.
- [ ] Review and confirm bank balances
- [ ] Confirm fund balances carried into the new year
- [ ] Verify grantor funding requirements and compliance
- [ ] Confirm account signatories are still valid
- [ ] Review insurance policies and risk assessments

2026 © MARTUS SOLUTIONS™. ALL RIGHTS RESERVED.

Year end can be challenging.

Year-end has a way of revealing every gap: missing documentation, unreconciled data, and a patchwork of systems that don't always work well together. Add to that rising compliance expectations, and the end of the calendar year becomes overwhelming.

Martus Solutions takes the chaos out of financial workflows and replaces it with clarity, automation, and organization-wide confidence.

Take a **self-guided tour** or request a **custom demo** of Martus to discover how your team can refocus on making an impact instead of manual tasks—strengthening your financial stability while amplifying your mission.



NONPROFIT YEAR END CHECKLIST

2026 © MARTUS SOLUTIONS™. ALL RIGHTS RESERVED.