 **ORGANIZATIONAL BASICS FOR EVERY DMO CHECKLIST**

**MACVB Education Summit | April 18, 2024**

* 990’s
* Annual budget
* Annual business plan
* Articles of Incorporation
* Audit policy
* Banking records, ie. check signing authority, accounts, etc.
* Board of Directors job description
* Board of Directors roster
* Bylaws
* Compensation policy
* Conflict of interest policy
* Contracts, leases, etc.
* Depreciation schedule
* Emergency plan and contact sheet
* Employee handbook
* Employee performance reviews
* Financial management procedures
* Financial statements – balance sheet + profit & loss
* Guiding principles: mission, vision, value statements
* Insurance policies - general liability (umbrella), directors and officers, employee practices, fiduciary, workers’ compensation
* IRS Determination letter
* Meeting minutes of board meetings
* MN Secretary of State annual filing
* Notices required to be posted – labor law posters
* Operating agreements – lodging tax, etc.
* Payroll records and federal deposits
* Record retention policy
* Sales tax filings, quarterly, if applicable
* Six manuals concept
* Social media policy
* Staff job descriptions
* Strategic plan
* Unemployment records
* Whistle blower policy
* Workers’ compensation annual reporting
* Red Book (update annually)