



**NANTUXENT GROUP**  
**CERTIFIED PUBLIC ACCOUNTANTS**  
**AND STRATEGIC ADVISERS**

Tony Novak CPA  
856-237-9199  
onlineadviser@live.com  
PO Box 333, Newport NJ 08345

**Documentation:**

- ✓ Financial Procedures Policy
- ✓ Conflict of Interest Policy
- ✓ Board of Directors minutes
- ✓ Social Media Policy

**Bookkeeping:**

- ✓ one-on-one personal coaching as needed

**Accounting:**

- ✓ Restricted
- ✓ Unrestricted
- ✓ Individual Donations
- ✓ Corporate & Foundation Grants
- ✓ Government Grants and Contracts
- ✓ Operations
- ✓ Fundraising
- ✓ Administrative

**Financial:**

- ✓ internal control procedure
- ✓ online bank services.

**Business:**

- ✓ Business licenses
- ✓ annual state filing requirements
- ✓ annual Form 990 nonprofit filing

**Other:**

- ✓ review and audit requirements
- ✓ excise taxes

**Discounts available:**

- ✓ Software
- ✓ Accounting
- ✓ banking
- ✓ debit/credit card processing

# Nonprofit Startup checklist