



## **STARTING A NEW 501(c)(3) PUBLIC CHARITY**

1. Select an organizational name
2. Search for a supporting domain name on internet
3. Reserve the name with the state and with the internet
4. Elect a Board of Directors and officers – need at least five, three of which are unrelated
5. Incorporate in the state as a nonprofit corporation
6. Prepare and file Articles of Incorporation
7. Prepare and adopt a set of Bylaws
8. Obtain an Employer Identification Number from the IRS
9. Prepare Opening Minutes for corporation
10. Develop detailed purpose statement and fundraising plan
11. Prepare and file the IRS 1023 form for tax exempt status - \$850 filing fee
12. Prepare and file for state sales tax exemption
13. Prepare and file the initial Solicitation Registration for the state
14. Develop a website to communicate your services and vision
15. Set up online giving options for the website

### **ANNUAL RESPONSIBILITIES:**

1. Prepare annual minutes and have regular board meetings with minutes
2. Prepare and file state Annual Report
3. Prepare and file state annual Solicitation Report
4. Receipt donors for contributions
5. Keep accurate books on all donations and expenses, track for 990 form
6. File IRS form 990 and state tax form
7. Maintain the website and keep it updated
8. Meet all public charity guidelines and requirements

We can help you set up your own 501(c)(3) public charity **OR** you could partner with The New Horizons Foundation so that you can focus on serving the community and changing the world instead of maintaining organizational and operational compliance.