



Key Filing Information for New Nonprofits

Bee, Bergvall & Co., CPAs has been serving nonprofit organizations of all sizes for over 40 years. Contact us at 215-343-2727 for more information about filing and accounting services.

<https://bbcocpa.com/>

Our division the Catalyst Center for Nonprofit Management provides strategic consulting, training, and resources to nonprofits. Contact us to receive our newsletter.

<https://www.catalystnonprofit.com/>

A nonprofit needs to comply with IRS and state requirements for annual filing and payroll. There may also be local requirements, licenses specific to your nonprofit, and other requirements specific to your situation. This white paper highlights several general requirements.

IRS Filing Requirements

Financials	Form to File
Gross receipts normally less than or equal to \$50,000	990-N
Gross receipts more than \$50,000 but less than \$200,000 and Total Assets less than \$500,000	990-EZ or 990
Gross receipts more than \$200,000 or Total Assets more than \$500,000	990

The IRS requires that donors receive a written acknowledgement for any charitable contribution of \$250 or more. The written acknowledgement must contain specific information in order for your donors to receive a charitable deduction. More information is at the IRS website.

<https://www.irs.gov/charities-non-profits/charitable-organizations/charitable-contributions-written-acknowledgments>

PA Filing Requirements

Note PA references contributions while the IRS refers to gross receipts

Other States Filing Requirements: If you are domiciled in another state besides PA OR you solicit in another state, you will have filing requirements and different financial reporting thresholds for those states.

Annual contributions	Level of service required
\$750,000 and above	Audit
Between \$250,000 and \$750,000	Review or audit
Between \$100,000 and \$250,000	Compilation, review or audit
Under \$100,000	Compilation, review or audit optional

The levels of service are described below.

Level of Service	Description	Footnotes	In conformity with generally accepted accounting principles or other accounting basis	Level of Assurance
Audit	Confirmation with outside parties, testing selected transactions, inquiry and analytics, and other procedures	Included	Yes	Highest
Review	Inquiry and analytic procedures	Included	Yes	Limited
Compilation	CPA creates financial statements from the balance sheet and income statement provided by the nonprofit	May be presented with or without footnotes	Yes	None

Disclaimer:

The information is for general information only. Please consult with your accounting firm to confirm that you are complying with standards application for your situation. Information is provided with the understanding that this is not legal, accounting, tax, or other professional advice and services. As such, it should not be used as a substitute for consultation with professional accounting, tax, legal or other professional advice and services. Bee, Bergvall, & Co., PC is not responsible for any errors or omissions, or the results obtained from the use of this information.