

## [ ] {YEAR} Annual Checklist

### **January**

- Distribute Governance Documents to new Board Members (or first month of fiscal year)
- Trails Day listing due to CFPA
- TerraFirma Eligibility Review
- Check cloud back up and other technology to ensure it is up-to-date

### **February**

- Annual Policy Review
- First Draft Budget
- 990 (or second month of fiscal year)

### **March**

- CLCC Conference

### **April**

- Monitor Properties (no leaves or significant snow cover)

### **May**

- State of CT Charitable Renewal

### **June**

- LTA membership due
- Review changes to LTAC Requirements Manual

### **July**

- Secretary of State filing
- Check cloud back up and other technology to ensure it is up-to-date

### **August**

### **September**

- Update C of I disclosures
- CLCC Membership due

### **October**

- LTA Rally

### **November**

- Monitor Properties (no leaves or significant snow cover)

### **December**

- 1099 info due to Accountant
- Year End reports (or last month of fiscal year)

***Consider including:***

- Board meetings
- Other scheduled policy implementation activities
  - Conflict of Interest
  - Records Retention & Destruction
  - Acquisitions (have any projects closed?)
  - Easement Enforcement or similar
  - Nominations for Board membership
- Events, Hikes
- Major expenses
- Fundraising activities

## **FEE/PRESERVE FILE COVER SHEET**

Name of Property:

Name of Grantor:

Date of Acquisition:

Transaction Type (e.g., purchase, donation, bargain sale, mitigation/regulatory, co-hold, other):

Deed/Contracts/Legal (all which are applicable)

- Warranty Deed/Quitclaim Deed
- Option agreement/Memorandum of Understanding/Purchase and Sale Agreement
- Title Certificate, Report, and/or Insurance Policy
- Property appraisal(s)
- Environmental assessment
- Mortgage subordination documents
- Donor substantiation (Acknowledgement)/Tax Letter
- IRS 8283 and Summary attachment

Stewardship

- Management Plan
- Stewardship Monitoring Reports
- Enforcement documentation
- Other stewardship documentation

Maps

- Survey
- Aerial Map
- Topographic Map
- Other map(s) \_\_\_\_\_

Board Documentation and Correspondence

- Board of Directors meeting minutes at which the project was approved
- Board of Directors meeting minutes at which a Stewardship funding plan was approved, if applicable
- All relevant correspondence, including emails

Historical Information

LT Publicity/Outreach

### ACTIONS

- Destroy all drafts/ambiguous Documents
- Scan/copy/file all documents into each file (archive, office, field, digital)
- Save all electronic documents as PDFs or other format that cannot be altered.

## EASEMENT FILE COVER SHEET

Name of Property:

Name of Grantor:

Date of Acquisition:

Transaction Type (e.g., purchase, donation, bargain sale, mitigation/regulatory, co-hold, other):

Easement Agreement/Contracts/Legal (all which are applicable)

- Easement Agreement
- Option agreement/Memorandum of Understanding/Purchase and Sale Agreement
- Title Report
- Title Insurance Policy
- Property appraisal(s)
- Environmental assessment
- Mortgage subordination documents
- Donor substantiation (Acknowledgement)/Tax Letter
- IRS 8283 and Summary attachment
- Amendments

Stewardship

- Baseline Documentation Report
- Stewardship Monitoring Reports
- Enforcement documentation
- Other stewardship documentation

Maps

- Survey
- Aerial Map
- Topographic Map
- Other map(s) \_\_\_\_\_

Board Documentation and Correspondence

- Board of Directors meeting minutes at which the project was approved
- Board of Directors meeting minutes at which a Stewardship funding plan was approved, if applicable
- All relevant correspondence, including emails

Historical Information

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## ORGANIZATION FILES OUTLINE

### Corporate Documents

- Articles of Incorporation, with amendments
- Bylaws, with amendments

### Non-Profit Status

- IRS Form 1023 Application for 501(c)(3) Status
- IRS 501(c)(3) Determination Letter

### Board of Directors Documentation

- Meeting minutes
- Board policies
- Correspondence

### Financial

- Year-end financial statements
- Financial audit and review reports
- Completed IRS Form 990's

### Public Relations

- Original public relations materials (brochures, etc.)

### History

- Documents of enduring value

*[Programs/Committees]* (not otherwise associated with a specific property)

### Stewardship

- Documents regarding general stewardship activities

### Preservation

- Documents regarding ongoing acquisition and activities that further protection of conservation values but do not result in ownership by the land trust.

### Development

- Documents regarding fundraising, grants, membership

### Outreach

- Documents regarding Outreach activities

*[Other Program]*

- Documents regarding any other program activities

### ACTIONS

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Scan/copy/file all documents into each file