



Check List - Annual Filing Requirements

(Use this form as a checklist for submitting your annual filing requirements)

- 1) **Board of Directors**
Current listing of Board with names, titles address,
contact number and term elected
- 2) **Cover Letter**
Outlining the amount of funds hoping to raise and proposed use
- 3) **Operating Budget**
Proposed revenue & expenditures for entire operation
- 4) **Financial Statement**
Financial statement for the entire operation
- 5) **Sports Organizations Athlete Listing**
Listing of athletes names & birthdates
- 6) **Receipt and use of proceeds**
Listing of revenue and expenses
- 7) **Compliance Report**
Statement of compliance