

PERKINS



LAW
PLLC

Nonprofit Organization Compliance Package

Whether your nonprofit is a small volunteer-based organization or an established organization with a staff and sizeable budget, let Perkins Law help your organization address its legal questions and day-to-day compliance concerns in the following areas on a flat fee basis:

1. Helping you better understand and navigate corporate governance issues (e.g., Bylaw interpretation, fiduciary duty questions, disputed elections, internal policies and procedures).
2. Helping you better understand and address conflict of interest and code of conduct issues.
3. Serving as registered agent for the organization.
4. Helping coordinate SCC annual report filings.
5. Upon request, helping draft or review meeting minutes.
6. Addressing charitable fundraising event documentation and compliance questions (e.g., silent auction rules, charitable gaming regulations, IRS quid pro quo rules).
7. Upon request, attend one board or committee meeting per year.
8. Answering questions regarding IRS public disclosure requirements.
9. Answering questions regarding state charitable solicitation registration requirements.
10. Upon request, providing auditor's response letters.
11. Upon request, coordinating annual workshops on general nonprofit compliance issues (e.g., new board member orientation, annual meeting breakout session).
12. Answering unrelated business income tax questions.
13. Answering questions concerning restricted gifts.
14. Answering organizational structure questions.
15. Telephone and e-mail consultations on general compliance and contract review questions (up to 12 hours per year, with a discounted hourly rate for additional assistance).

¹ Discounted hourly rates apply for attendance at additional meetings.

***This material is provided for informational purposes only and should not be construed as legal advice. Receipt of this information does not create an attorney-client relationship between the recipient and the author.*

ERIC C. PERKINS, ESQ. 4870 SADLER ROAD SUITE 300 GLEN ALLEN, VA 2306

ERIC@ERICPERKINSLAW.COM WWW.ERICPERKINSLAW.COM PHONE (804) 205.5162 FAX (804) 482.2835