



## Organizational Information

- IRS Determination Letter
- State Incorporation Forms
- Copy of Last Federal 990
- Copy of Last State Filing
- Copy of Last Audit/Review Including Management Letter

## Bookkeeping Software Access

- If you are on QuickBooks Online or another online platform:  
We will provide you an email address to add us as an accountant user
- If you are on QuickBooks Desktop:  
Create a QBB or QBW copy of your bookkeeping file and send to us via email. If file size is too large, please contact us for additional sharing options. Once the copy is created, please do not make changes to the desktop version.
- If you are using another desktop-based software:  
Contact us for custom instructions on how to proceed.

## Other Access Needed

- Please provide Jitasa with online access to other accounts including checking, savings, investments, loans, credit cards, merchant accounts, payroll, card processing systems, donor management software, and similar.  
If required to set up a separate username and password, default username should include your Hillel's name and 'Jitasa'. Example: *XYZHillelJitasa*  
Do not include the names of any individual employees in username/password set up unless instructed to do so.

## Documents and Information Requested

- List of commonly used acronyms and their meanings.  
For example, if you plan to tell us that "FTG hours goes toward ECD and are covered by TSFD", we'll need you to interpret that that means your Full Time Guides are part of the Early Childhood Development program and the check will be coming from the Texas State Comptroller, even though you refer to the funder by its agency name, TSFD.
- Current and next year's budget (if approved by board and not already in bookkeeping file)
- Current revenue and expense allocation schedules
- Any balance sheet schedules such as fixed asset depreciation, prepaid expenses, capital lease or loan payment schedules, or restricted fund balance worksheets
- IRS Notifications or other outstanding government issues
- List of all current programs and special events to be tracked (if not in accounting files)
- List of all grants including any contractual terms
- Copies of any other reports you feel are key for financial tracking or background
- Check Stock (if Jitasa will be printing checks - order through your bank)
- Signature Stamps (if Jitasa will be printing checks - purchase at any supply store)