# Treasurer’s Calendar/Check List

## Due date Item and form used Form and/or check to \_Copy to

**July 1** SIA Annual Dues SIA Headquarters Region Treasurer

 SIA worksheet for annual

 dues renewal and new members,

 roster update, dues;

 magazine subscriptions for life

 members and gift subscriptions\*

**July 1** Founders Pennies\* SIA Headquarters Region Treasurer

 (send with dues renewal and

 throughout the club year for new

 members – see May 15 note)

**July 1** Form 200 (Club President and SIA Headquarters District Director Treasurer information) (who will forward to

 Region Secretary and

 Region Treasurer)

**July 1**  Region dues (renewal and new) Region Treasurer

**September 1** Registration for Nonprofit Raffle – CT-NRP-1

 Office of the Attorney General

The registration period for conducting raffles is September 1 through August 31 annually. (California clubs only)

**October 1** Nonprofit Raffle Report – CT-NRP-2

 Office of the Attorney General

 A single aggregate report for all raffles conducted during a reporting year. (California clubs only)

**November 15** (U.S. Clubs) IRS Form 990,

 Form 990-EZ or Form990-N Appropriate IRS Service Center

 (if fiscal year is July 1- June 30)

**November 15** Form RRF-1 Registry of Charitable Trust

 (California clubs only)

**November 15** California Form 199 or

 Form FTB 199N CA Franchise Tax Board (California clubs only)

**March 15** Mandatory convention fee\* SIA Headquarters

 (even years only; billed in January)

**April/May** Attend meeting of club finance committee to prepare the club budget for the upcoming

club fiscal year

**May 15** Contributions to Club Giving\* SIA Headquarters Region Treasurer

 Contributions to Founders Pennies\* SIA Headquarters Region Treasurer

*In order to receive recognition in the current club year, SIA should receive*

 *contributions by May 15.*

**When due** California Secretary of State State of California,

 Form SI-100, Statement of Secretary of State

 Information (California incorporated clubs only)

**Any time** Laurel Society membership\* SIA Headquarters Region Treasurer

**Any time** Individual or other club SIA Headquarters Region Treasurer

 contributions\*

**Any time** Contributions to Soroptimist SIA Headquarters

 Programs (i.e. Disaster Relief, SI President’s Appeal)\*

**Within 30** Membership Transaction Report SIA Headquarters Region Treasurer

**days** Form 5008 for new and reinstated

members, and Form 5010 for any

other membership changes\*

\**For current dues, fees and contribution amounts, visit the members area of* [*www.soroptimist.org*](http://www.soroptimist.org) *or contact*

*SIA Headquarters at* *siahq@soroptimist.org**.*

*Use the SIA Financial Transaction Form, available in this manual and also in the membership section of the members area of the SIA website,* [*www.soroptimist.org*](http://www.soroptimist.org)*, to make contributions or payments via check, bank wire transfer or credit card.*