

## Treasurer's Checklist and Calendar

Due date	Item and form used	Form and/or check to	Copy to
When new officers elected	File <b>Form SI-100</b> (Statement of Information)	<a href="#">CA. Secretary of State (e-file)</a> (Calif. Incomp'd Clubs only)	
<b>July 1</b>	Go online to SIA to <b>update roster and officers</b> ; Obtain newest <b>Dues Worksheet</b>  Pay <b>SIA Annual Dues</b> (accepted July 1-Aug 30)  Pay <b>Founders Pennies</b> (due anytime before May 15 next yr)  Pay <b>Club Giving</b> Contributions (due anytime before May 15 next yr)  Order <b>Magazine subscriptions</b> for life members and gift subscriptions  Complete <b>Form 200</b> --Club President and Treasurer information for region board	<b>SIA HEADQUARTERS</b> <a href="http://www.soroptimist.org">www.soroptimist.org</a> Soroptimist Intl of the Americas 1709 Spruce Street Philadelphia, PA 19103-6103	<b>REGION TREASURER</b>  <b>District Director</b> (who will forward to Region Secretary and Region Treasurer)
	Complete <b>Region Annual Club Dues Form</b> (due between July 1 and Aug 30) Form available on Region Website under Resources, Treasurer Forms	<b>Region Treasurer</b>	
	Complete <b>New/Reinstated Member Forms</b> as needed Form available on Region Website under Resources, Treasurer Forms		
<b>September 1</b>	<b>CT-NRP-1</b> Application for Nonprofit Raffle (submitted now or at least 60 days prior to scheduling the first raffle)	<i>California Clubs Only!</i> <b>Office of the Attorney General</b> Registry of Charitable Trusts PO Box 903447 Sacramento, CA 94203-4470	
<b>October 1</b>	<b>CT-NRP-2</b> Report due for Nonprofit Raffles held previous Sept-Aug. May be submitted anytime before Oct.		
<b>November 15</b>	Complete <b>IRS Form 990, Form 990-EZ or Form 990-N</b> , (by 11/15 or 6 months after club FY ends)	Appropriate IRS Service Center	
	Complete <b>Form RRF-1: Annual Registration of Charity</b>  Complete California <b>Form 199 or Form FTB 199N</b>	<i>California clubs only!</i> <b>CA Franchise Tax Board</b> (see above)	
<b>March 15</b>	Send Mandatory <b>CONVENTION fee*</b> (even years only; billed in January)	<b>SIA Headquarters</b> (see above)	
<b>April/May</b>	<b>Prepare Budget</b> for Upcoming Club Fiscal Year	Work with your club Fiscal Committee	
<b>May 15</b>	Contributions to <b>Club Giving</b> deadline (see July above)  Contributions to <b>Founder's Pennies</b> deadline (see July above)	<b>SIA Headquarters</b> (see above)	<b>REGION TREASURER</b>
When new officers elected again	File <b>Form SI-100</b> (Statement of Information)	<a href="#">CA. Secretary of State (e-file)</a> (Calif. Incomp'd Clubs only)	
<b>ANY TIME</b>	Enroll Members in <b>Laurel Society</b>  Send <b>Individual or other Club contributions or Legacy donations</b>  Send contributions to <b>Soroptimist Programs</b> (i.e. Disaster Relief, SI President's Appeal, DIBI, Founder's Pennies)	<b>SIA HEADQUARTERS</b> <a href="http://www.soroptimist.org">www.soroptimist.org</a> Soroptimist Intl of the Americas 1709 Spruce Street Philadelphia, PA 19103-6103	<b>REGION TREASURER</b>
<b>Within 30 Days</b>	Update Rosters on SIA website and enroll New/Reinstated Members via <b>Membership Transaction Report Form 5008; Use Form 5010 for any other membership changes*</b>		
	Complete <b>Region New Member Forms</b> (available on Region Website)	<b>Region Treasurer</b>	

For SIA donations, club can donate directly to SIA at [www.soroptimist.org](http://www.soroptimist.org); always use the SIA Financial Transaction Form (click here) for check to SIA and copy to Region; hardcopies available in this manual and in the membership section of the members area of the SIA website.

Send SIA contributions via check, bank wire transfer, or Paypal with any credit car.