

## Treasurer's Checklist and Calendar

Revised 3/2023

Due date	Item and Form used	Form and/or check to	Copy to
<b>When new officers elected</b>	California Clubs: File <b>Form SI-100</b> (Statement of Information)	CA. Secretary of State (e-file) (Calif. Incorpor'd Clubs only)	
<b>July 1</b>	<p>Go online to SIA to obtain newest <b>Dues Worksheet</b> (under "Forms")</p> <p>Update your <b>roster numbers, officers, committee chairs.</b></p> <p>Pay <b>SIA Annual Dues</b> (accepted July 1-July 30). Don't forget to add <b>Founder's Pennies</b> (NOT optional in FR).</p> <p>Pay <b>Club Giving</b> Contributions (due anytime before May 15 next yr)</p> <p>Order <b>Magazine subscriptions</b> for life members and gift subscriptions</p> <p>Complete <b>Form 200</b> -- Club President and Treasurer information for region board</p> <p>Complete <b>Region Annual Club Dues Form</b> and pay <b>Region and Fellowship</b> (due between July 1 and July 30). Forms available on Region Website under Resources, Treasurer Forms. See last row below.</p> <p>Complete <b>New/Reinstated Member Forms</b> and pay <b>Region and Fellowship</b>. Forms available on Region Website under Resources, Treasurer Forms. See last row below.</p>	<p><b>SIA HEADQUARTERS</b> <a href="http://www.soroptimist.org">www.soroptimist.org</a></p> <p>Soroptimist Intl of the Americas 1709 Spruce Street Philadelphia, PA 19103-6103</p>	<b>REGION TREASURER</b>
			<b>District Director</b> <i>(who will forward to Region Secretary and Region Treasurer)</i>
<b>November 15</b>	<p>Complete IRS <b>Form 990, Form 990-EZ or Form 990-N</b>, Send by 11/15 or 5.5 months after club FY ends (5/15 for calendar year)</p> <p>Complete <b>Form RRF-1</b>: Annual Registration of Charity</p> <p>Complete <b>Form CT-TR-1</b>: Fiscal year-end financial info (new 2021)</p> <p>Complete California <b>Form 199 or Form FTB 199N</b></p>	<p>Appropriate IRS Service Center <b>(checklist of all state and fed forms)</b></p> <p>California clubs only! CA Franchise Tax Board (see above)</p>	
<b>January 1</b>	<b>CT-NRP-1</b> Application for Nonprofit Raffle (submitted now or at least 60 days prior to scheduling the first raffle)--Changed to cal year effective 2023	California Clubs Only! <b>Office of the Attorney General</b> Registry of Charitable Trusts PO Box 903447 Sacramento, CA 94203-4470	
<b>February 1</b>	<b>CT-NRP-2</b> Report due for Nonprofit Raffles held previous Sept-Aug. (changed to cal yr effective 2023)--Can be submitted anytime before Dec 31.		
<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>	<p>Contributions to <b>Club Giving</b> deadline (see July above)</p> <p>Contributions to <b>Founder's Pennies</b> deadline (see July above)</p> <p>Complete IRS <b>Form 990, Form 990-EZ or Form 990-N</b>, Send by 5/15 or 5.5 months after club FY ends (11/15 for FY ending June 30)</p>	<b>SIA Headquarters</b> (see above)	<b>REGION TREASURER</b>
<b>When new officers elected again</b>	File <b>Form SI-100</b> (Statement of Information)--Calif clubs	CA. Secretary of State (e-file) (Calif. Incorpor'd Clubs only)	
<b>ANY TIME</b>	<p>Enroll Members in <b>Laurel Society</b></p> <p>Send <b>Individual or other Club contributions or Legacy donations</b></p> <p><b>Change member contact info</b> from the roster page--click on member to access details.</p> <p>Send contributions to Soroptimist Programs e.g. Disaster Relief, SI President's Appeal, DIBI, Founder's Pennies, Laurel Society</p> <p><b>For SIA donations</b>, clubs can donate directly to SIA at <a href="http://www.soroptimist.org">www.soroptimist.org</a>; Send SIA contributions via check, bank wire transfer, or Paypal with any credit card.</p> <p>Always use the <b>SIA Financial Transaction Form</b> (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.</p>	<p><b>SIA HEADQUARTERS</b> <a href="http://www.soroptimist.org">www.soroptimist.org</a></p> <p>Soroptimist Intl of the Americas 1709 Spruce Street Philadelphia, PA 19103-6103</p>	<b>REGION TREASURER</b>
<b>Within 30 Days Membership Changes</b>	<p>1. <b>SIA</b>: Update Rosters on SIA website and enroll New/Reinstated Members via Membership Transaction Report <b>Form 5008; Use Form 5010</b> for any other membership changes.</p> <p>2. <b>Region</b>: Send in <b>New/Reinstated Member Forms</b> (available on Region Website) to Founder Region Treasurer with checks.</p> <p>3. <b>Fellowship</b>: Send in copy of Region <b>New/Reinstated Member Forms</b> with check to Fellowship as directed on the form.</p>	<p><b>Region Treasurer</b> <b>Fellowship Treasurer</b></p>	