

Treasurer's Checklist and Calendar

Due date	Item and form used	Form and/or check to	Copy to
When new officers elected	File Form SI-100 (Statement of Information)	CA. Secretary of State (e-file) (Calif. Incorpor'd Clubs only)	
July 1	Go online to SIA to update roster and officers; Obtain newest Dues Worksheet	SIA HEADQUARTERS www.soroptimist.org Soroptimist Intl of the Americas 1709 Spruce Street Philadelphia, PA 19103-6103	REGION TREASURER
	Pay SIA Annual Dues (accepted July 1-July 30)		
	Pay Founders Pennies (due anytime before May 15 next yr)		
	Pay Club Giving Contributions (due anytime before May 15 next yr)		
	Order Magazine subscriptions for life members and gift subscriptions	Region Treasurer	District Director <i>(who will forward to Region Secretary and Region Treasurer)</i>
	Complete Form 200 -- Club President and Treasurer information for region board		
	Complete Region Annual Club Dues Form (due between July 1 and July 30) Form available on Region Website under Resources, Treasurer Forms		
	Complete New/Reinstated Member Forms as needed Form available on Region Website under Resources, Treasurer Forms		
September 1	CT-NRP-1 Application for Nonprofit Raffle (submitted now or at least 60 days prior to scheduling the first raffle)	<i>California Clubs Only!</i> Office of the Attorney General Registry of Charitable Trusts PO Box 903447 Sacramento, CA 94203-4470	
October 1	CT-NRP-2 Report due for Nonprofit Raffles held previous Sept-Aug. Can be submitted anytime before Oct.		
November 15	Complete IRS Form 990, Form 990-EZ or Form 990-N , Send by 11/15 or 6 months after club FY ends	Appropriate IRS Service Center (checklist of all state and fed forms)	
	Complete Form RRF-1 : Annual Registration of Charity	California clubs only! CA Franchise Tax Board (see above)	
	Complete Form CT-TR-1 : Fiscal year-end financial info (new 2021)		
	Complete California Form 199 or Form FTB 199N		
March 15	Send Mandatory CONVENTION fee* (even years only; billed in January)	SIA Headquarters (see above)	
April/May	Prepare Budget for Upcoming Club Fiscal Year	Work with your club Fiscal Committee	
May 15	Contributions to Club Giving deadline (see July above)	SIA Headquarters (see above)	REGION TREASURER
	Contributions to Founder's Pennies deadline (see July above)		
When new officers elected again	File Form SI-100 (Statement of Information)	CA. Secretary of State (e-file) (Calif. Incorpor'd Clubs only)	
ANY TIME	Enroll Members in Laurel Society	SIA HEADQUARTERS www.soroptimist.org Soroptimist Intl of the Americas 1709 Spruce Street Philadelphia, PA 19103-6103	REGION TREASURER
	Send Individual or other Club contributions or Legacy donations Send contributions to Soroptimist Programs e.g. Disaster Relief, SI President's Appeal, DIBI, Founder's Pennies, Laurel Society		
Within 30 Days	Update Rosters on SIA website and enroll New/Reinstated Members via Membership Transaction Report Form 5008; Use Form 5010 for any other membership changes*	Region Treasurer	
	Complete Region New Member Forms (available on Region Website)		

For SIA donations, club can donate directly to SIA at 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 card.