

5-2 TREASURER'S CALENDAR

JANUARY

1 Fiscal year begins

Submit sales tax return **BOE-401-A State, Local, & District Sales & Use Tax Return** information to CPA's. Sales tax payment due to Board of Equalization by 31 January

Submit information for payments to independent contractors to CPA's. This information will be used to generate **IRS Form 1099 Misc** and **FTB Form 590**, which must be sent by January 31. Includes info from WAI

For first Board meeting of the year:

prepare annual statements of condition for general and special funds, budget report for the prior year, and cost of membership report;

compile materials as mandated by audit procedure (4-1), to give to the Vice-President

FEBRUARY

Submit annual statements of condition for prior year to SCA Newsletter editor.

MARCH

Acquire necessary signature change forms for SCA accounts, to be signed by new officers at the AGM

Prepare and deliver necessary materials to CPA for preparation of **IRS Form 990, Return of Organization Exempt from Income Tax; CA Form 199, California Exempt Organization Annual Information Return; RRF-1, Registration/Renewal Fee Report**, which must be mailed by May 15. Include info from WAI

APRIL

Submit quarterly statements of condition for general and special funds, and budget report for AGM Board meeting

Prepare and copy annual statements of condition for general and special funds for the prior year for report and distribution at the Annual Business Meeting of SCA at the AGM

MAY

File **Form SI-100, Statement of Information** before June 1 in even years (no payment required), but after Jun 1 and before Nov 30 in odd years (filing fee required). This form is not sent, but can be found on the Secretary of State's webpage

Submit signature change cards to appropriate accounts

JUNE

JULY

Prepare quarterly statements of condition for general and special accounts, and budget report for upcoming Board meeting

AUGUST

SEPTEMBER

OCTOBER

Prepare next year's budget with president

Prepare quarterly statements of condition for general and special accounts, and budget report for upcoming Board meeting

NOVEMBER

DECEMBER

31 Fiscal year ends