

Treasurer's Checklist and Calendar

Revised 6/2024

Due date	Item and Form used	Form and/or check to	Copy to
When new officers elected	<i>California Clubs: File Form SI-100 (Statement of Information)</i>	CA. Secretary of State (e-file) (Calif. Incorp'd Clubs only)	
July 1	<p>Go online to SIA to obtain newest Dues Worksheet (under "Forms")</p> <p>Update your roster numbers, officers, committee chairs.</p> <p>Pay SIA Annual Dues (accepted July 1-July 30). Don't forget to add Founder's Pennies (NOT optional in FR).</p> <p>Pay Club Giving Contributions (due anytime before May 15 next yr)</p> <p>Order Magazine subscriptions for life members and gift subscriptions</p> <p>Complete Form 200 -- Club President and Treasurer information for region board</p> <p>Complete Region Annual Club Dues Form and pay Region and Fellowship (due between July 1 and July 30). Forms available on Region Website under Resources, Treasurer Forms. See last row below.</p> <p>Complete New/Reinstated Member Forms and pay Region and Fellowship. Forms available on Region Website under Resources, Treasurer Forms. See last row below.</p>	SIA HEADQUARTERS www.soroptimist.org Soroptimist Intl of the Americas 1709 Spruce Street Philadelphia, PA 19103-6103	REGION TREASURER
			District Director (who will forward to Region Secretary and Region Treasurer)
November 15	<p>Complete IRS Form 990, Form 990-EZ or Form 990-N, Send by 11/15 or 5.5 months after club FY ends (5/15 for calendar year)</p> <p>Complete Form RRF-1: Annual Registration of Charity. Send with tax return if club grosses over \$50k. Send separately with form CT-TR-1 if under \$50k.</p> <p>Complete Form CT-TR-1 and send with RRF-1 if under \$50k: Fiscal year-end financial info (new 2021)</p> <p>Complete California Form 199 or Form FTB 199N</p>	Appropriate IRS Service Center (checklist of all state and fed forms)	
		<i>California clubs only!</i> CA Franchise Tax Board (see above)	
January 1	CT-NRP-1 Application for Nonprofit Raffle (submitted now or at least 60 days prior to scheduling the first raffle)--Changed to cal year effective 2023	<i>California Clubs Only!</i> Office of the Attorney General Registry of Charitable Trusts PO Box 903447 Sacramento, CA 94203-4470	
February 1	CT-NRP-2 Report due for Nonprofit Raffles held previous Sept-Aug. (changed to cal yr effective 2023)--Can be submitted anytime before Dec 31.		
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) Contributions to Founder's Pennies deadline (see July above) Complete IRS Form 990 , Form 990-EZ or Form 990-N , Send by 5/15 or 5.5 months after club FY ends (11/15 for FY ending June 30)	SIA Headquarters (see above)	REGION TREASURER
When new officers elected again	File Form SI-100 (Statement of Information)-- <i>Calif clubs</i>	CA. Secretary of State (e-file) (Calif. Incorp'd Clubs only)	
ANY TIME	Enroll Members in Laurel Society Send Individual or other Club contributions or Legacy donations Change member contact info from the roster page--click on member to access details. Send contributions to Soroptimist Programs e.g. Disaster Relief, SI President's Appeal, DIBI, Founder's Pennies, Laurel Society For SIA donations , clubs can donate directly to SIA at www.soroptimist.org ; Send SIA contributions via check, bank wire transfer, or Paypal with any credit card. 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.	SIA HEADQUARTERS www.soroptimist.org Soroptimist Intl of the Americas 1709 Spruce Street Philadelphia, PA 19103-6103	REGION TREASURER
Within 30 Days <i>Membership Changes</i>	1. SIA : Update Rosters on SIA website and enroll New/Reinstated Members via Membership Transaction Report Form 5008 ; Use Form 5010 for any other membership changes. 2. Region : Send in New/Reinstated Member Forms (available on Region Website) to Founder Region Treasurer with checks. 3. Fellowship : Send in copy of Region New/Reinstated Member Forms with check to Fellowship as directed on the form.	Region Treasurer Fellowship Treasurer	