

# 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	California Clubs: File <b>Form SI-100</b> (Statement of Information)	CA. Secretary of State (e-file) (Calif. Incorp'd Clubs only)	
July 1	Go online to SIA to obtain newest <b>Dues Worksheet</b> (under "Forms")	<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>
	Update your roster numbers, officers, committee chairs.		
	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).		
	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		
November 15	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.	<b>Region Treasurer</b> <b>Fellowship Treasurer</b>	<b>District Director</b> <i>(who will forward to Region Secretary and Region Treasurer)</i>
	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.		
	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)		
	Complete <b>Form RRF-1</b> : Annual Registration of Charity. Send with tax return if club grosses over \$50k. Send separately with form CT-TR-1 if under \$50k.		
January 1	Complete Form <b>CT-TR-1 and send with RRF-1 if under \$50k</b> : Fiscal year-end financial info (new 2021)	Appropriate IRS Service Center <b>(checklist of all state and fed forms)</b>	
	Complete California <b>Form 199 or Form FTB 199N</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		
February 1	<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.	California clubs only! <b>CA Franchise Tax Board</b> (see above)	
March 15	Send Mandatory <b>CONVENTION fee*</b> (even years only; billed in January)	<b>SIA Headquarters</b> (see above)	
April/May	<b>Prepare Budget</b> for Upcoming Club Fiscal Year	Work with your club Fiscal Committee	
May 15	Contributions to <b>Club Giving</b> deadline (see July above)	<b>SIA Headquarters</b> (see above)	<b>REGION TREASURER</b>
	Contributions to <b>Founder's Pennies</b> deadline (see July above)		
	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)		
When new officers elected again	File <b>Form SI-100</b> (Statement of Information)--Calif clubs	CA. Secretary of State (e-file) (Calif. Incorp'd Clubs only)	
ANY TIME	Enroll Members in <b>Laurel Society</b>	<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>
	Send <b>Individual or other Club contributions or Legacy donations</b> <b>Change member contact info</b> 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		
	<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. Always use the SIA Financial Transaction Form ( <a href="#">click here</a> ) 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.		
Within 30 Days Membership Changes	1. <b>SIA</b> : Update Rosters on SIA website and enroll New/Reinstated Members via Membership Transaction Report <b>Form 5008</b> ; Use <b>Form 5010</b> for any other membership changes.	<b>Region Treasurer</b> <b>Fellowship Treasurer</b>	
	2. <b>Region</b> : Send in <b>New/Reinstated Member Forms</b> (available on Region Website) to Founder Region Treasurer with checks.		
	3. <b>Fellowship</b> : Send in <b>copy</b> of Region <b>New/Reinstated Member Forms</b> with check to Fellowship as directed on the form.		