

## CALENDAR FOR TREASURERS

- April
- Remit quarterly PMP payments to LWVNYS and LWVUS.
  - Set up bookkeeping sheets for the new year if April 1 is start of fiscal year.
  - Prepare for audit.
- May
- If there is a new treasurer or president, be sure to change signature file cards with bank and any investment entities.
  - Send name of treasurer to state office even if current treasurer is continuing in office.
  - Send to state office one copy of the treasurer's annual report for the preceding year.
  - Send one copy each of the adopted budget for the current year to LWVNYS and LWVUS.
- June
- New York State Sales and Use Tax: annual filing deadline is June 20.
- July
- Remit quarterly PMP payment to LWVNYS and LWVUS. Bills are mailed after state/national conventions.
- August
- Form 990 Federal Organizations Exempt Form Income Tax is due August 15 if fiscal year begins April 1. (Form is due on the 15th day of the 5th month after the end of the fiscal year.) Also applies to Form 990EZ, Notification of Exemption.
  - Federal form 990T is due August 15 if fiscal year begins April 1.
  - Federal Form 990-N (e-Postcard) due August 15 if fiscal year ends April 1 and gross receipts less than \$25,000.
  - New York State Department of State Charities Registration form CHAR 500 due August 15 if fiscal year begins April 1.
  - If planning to use funds from LWVNYSEF for a voters service project, submit a proposal to LWVNYSEF in time for approval BEFORE the project begins.
- October
- Remit quarterly PMP payments to LYVNYS and LWVUS.
  - Payment due to LWVNYS upon receipt of *Facts for Voters* bill.
- November
- Participate in budget committee to develop next year's budget.
- December
- Work with membership director on annual membership count.
- January
- Remit quarterly PMP payments to LWVUS and LWVNYS.
  - Annual membership count due to LWVNYS and LWVUS.
- March
- Prepare to close books at the end of the month if March is end of fiscal year. Send dues notices if April is start of fiscal year.

**Note:** Many local Leagues use a fiscal year which begins July 1. In that case, the August 15 deadlines given above should be changed to November 15. Books should be closed at the end of June and dues notices sent out in June.