



Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

2023-2024 SPR Club Treasurer Calendar

Due date	Item and form used	Send form and/or payment to	Copy to
July 1	Members' annual dues and roster; magazine subscriptions for life members and gift subscriptions	SIA Headquarters	Region treasurer
July 1	Founders Pennies* (send with dues or at a later date)	SIA headquarters	
July 1	Form 200 (club president and treasurer information)	SIA headquarters	Region treasurer & Governor
July 1	Region Dues (Annual Dues Form)	Region Treasurer	
July 31 Fall – See Call	State Sales & Use Tax (401EZ Short) District Meeting Registration	Ca Dept of Tax & Fee Admin Region Treasurer	
November 15	IRS Form 990-N Franchise Tax Board Form 199-N IRS/FTB 990/990EZ and 199	EFile on IRS website EFile on FTB website Appropriate IRS Service center	Only required if gross income is greater than \$50,000
November 15	CT-TR-1 Registry of Charitable Trust CT-TR-1		Only required if no 990 is to be filed. Fill in PDF, print and mail. File with RRF-1
November 15 (if fiscal year is July 1-June 30)	Annual Registration Renewal Fee Report (RRF-1) https://oag.ca.gov/charities	Attorney General's Registry of Charitable Trusts PO Box 903447 Sacramento, CA 903447	
January *new dates*	File Raffle Report (CT-NRP-2) – for raffles held between 9/1/22 and 12/31/23	Office of the Attorney General Registry of Charitable Trusts PO Box 903447 Sacramento, CA 94203-4470	
January *new dates*	File application to hold raffles between 1/1/23 and 12/31/24 CT-NRP-1 Franchise Tax Board "Entity Status Letter"	Office of the Attorney General Registry of Charitable Trusts PO Box 903447 Sacramento, CA 94203-4470	

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By March 15 (even years only; billed in January)	SIA Convention fee Next billing will be in 2024	SIA headquarters	
By: March 31* or May 31 (SIA Deadline)	Club Giving Contribution (Financial Transaction Form: Can be sent in any time after 7/1 *Deadline for recognition at SPR Conference	SIA headquarters	Region treasurer
Spring See Call	Regional Conference Registration	Region Treasurer or Conference Coordinator	
April/May	Attend meeting of club finance Committee, as ex-officio member, to Prepare the budget for the upcoming fiscal year.		
May	Optional Management & Liability Insurance	See Club Administration: Insurance Info – SIA Website	
Varies by club	SI-100 Secretary of State https://bpd.cdn.sos.ca.gov/corp/pdf/so/corp_so100.pdf	https://www.sos.ca.gov/business-programs/business-entities/forms	Due every 2 years. See form instructions for exact date. This is completed online with a \$20.00 filing fee.
Within 30 days	Form 5008R for new and reinstated members Please include a copy of the Form 5008 sent to SIA	Region Treasurer	In order to count towards any awards at Conference, Region Dues must be submitted by 3/31/24
Within 30 days	5008 For new and reinstated members	SIA with copy to Region Treasurer	
Any time	Laurel Society membership ***	SIA headquarters	
Any time	Individual or other club contributions not related to Club Giving ***	SIA headquarters	
Any time	Contributions to special Soroptimist programs (e.g., SI President's Appeal, Disaster Relief)***	SIA headquarters	

www.soroptimist.org

<https://sierrapacificregion.org/>

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