

## **Dates and Forms to Remember:**

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September 1-	AUDIT REPORT (See page 32)
September 1-	ANNUAL FINANCIAL REPORTS (See page 39)
September 1-	OFFICER INFORMATION SHEET- must be updated annually. (See Section 5 Miscellaneous Forms)
October 15-	FUNDRAISER REQUESTS (See page 43)
October 20-	3 <sup>rd</sup> QUARTER SALES AND USE TAX REPORT AND REMITTANCE DUE (if on a quarterly statement) (See page 26)
November 15-	ANNUAL FORM 990 (due for groups with a June 30 <sup>th</sup> year end) (See page 46)
January 20-	4 <sup>th</sup> QUARTER SALES AND USE TAX REPORT AND REMITTANCE DUE (if on quarterly statement) or ANNUAL SALES AND USE TAX REPORT AND REMITTANCE DUE (See page 26)
April 20-	1 <sup>st</sup> QUARTER SALES AND USE TAX REPORT AND REMITTANCE DUE (if on a quarterly statement) (See page 26)
May 15-	ANNUAL FORM 990 (due for groups with December 31 <sup>st</sup> year end) (See page 46)
June 15-	GASB 39 FORM (See Section 5 Miscellaneous Forms)
June 15-	PROOF OF LIABILITY INSURANCE (See page 25)
June 15-	GROUP EXEMPTION RENEWAL PAYMENT DUE (See page 23)