

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

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
On due date	Region and/or district dues	Region and/or district treasurer	
November 15 (if fiscal year is July 1-June 30)	IRS Form 990 (U.S. Clubs)	Appropriate IRS service center	
By March 15 (even years only; billed in January)	Convention fee	SIA headquarters	
April/May	Attend meeting of club finance committee, as ex-officio member, to prepare the budget for the upcoming fiscal year. Discuss/Renew BOD insurance for your club.		
May 31	Club Giving Contribution*	SIA headquarters	
Within 30 days	Form 5008 for new and reinstated members, and Form 5010 for any other membership changes	SIA headquarters	Region treasurer
Any time	Laurel Society membership*	SIA headquarters	
Any time	Individual or other club contributions*	SIA headquarters	
Any time	Other contributions (i.e. memorial gifts, SI President's Appeal)*	SIA headquarters	

*Use the links on the [Fundraise/Donate](#) area of www.soroptimist.org, to make contributions or payments via check, bank wire transfer or credit card.