

## **CHAPTER TREASURERS TIME LINE FOR FISCAL YEAR**

### **January**

Prepare monthly financial report for executive board and general meetings, usually by the 5<sup>th</sup> of the month.

Reconcile monthly bank statement with all account ledgers.

Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually by the 16<sup>th</sup> of the month

Enter category AB and AC members from A-220 report to quarterly per capita tax form.

Prepare prior year year-end report.

Receive total voting membership report from WSFC Treasurer for preparation of Per Capita Tax

Prepare quarterly per capita tax form and pay required tax. Usually after the 20<sup>th</sup> of the month and prior to the end of the following month..

### **February**

Schedule yearly audit time and place with audit committee and executive board. Note that those members with signature authority on the account should not be on the audit committee, but should be available for any account items that require clarification.

Prepare IRS 990 form based on gross annual income normally form 990-N, due by 15 May of year.

### **March**

Prepare monthly financial report for executive board and general meetings, usually by the 5<sup>th</sup> of the month.

Reconcile monthly bank statement with all accounts.

Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually after the 16<sup>th</sup> of month

Enter category AB and AC members from A-220 report to quarterly per capita tax form.

Pay convention advertising and booster list as provided by executive board. Usually prior to end of month.

### **April**

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Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually after the 16<sup>th</sup> of month

Enter category AB and AC members from A-220 report to quarterly per capita tax form.

Receive total voting membership report from WSFC Treasurer for preparation of Per Capita Tax

Prepare quarterly per capita tax form and pay required tax. Usually after the 20<sup>th</sup> of the month and prior to the end of the following month.

### **May**

Prepare monthly financial report for executive board and general meetings, usually by the 5<sup>th</sup> of the month.

Reconcile monthly bank statement with all accounts.

Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually after the 16<sup>th</sup> of month

Enter category AB and AC members from A-220 report to quarterly per capita tax form.

### **June**

Prepare monthly financial report for executive board and general meetings, usually by the 5<sup>th</sup> of the month.

Reconcile monthly bank statement with all accounts.

Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually after the 16<sup>th</sup> of month

Enter category AB and AC members from A-220 report to quarterly per capita tax form.

### **July**

Prepare monthly financial report for executive board and general meetings, usually by the 5<sup>th</sup> of the month.

Reconcile monthly bank statement with all accounts.

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Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually after the 16<sup>th</sup> of month

Enter category AB and AC members from A-220 report to quarterly per capita tax form.

Receive total voting membership report from WSFC Treasurer for preparation of Per Capita Tax

Prepare quarterly per capita tax form and pay required tax. Usually after the 20<sup>th</sup> of the month and prior to the end of the following month.

### **August**

Prepare monthly financial report for executive board and general meetings, usually by the 5<sup>th</sup> of the month.

Reconcile monthly bank statement with all accounts.

Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually after the 16<sup>th</sup> of month

Enter category AB and AC members from A-220 report to quarterly per capita tax form.

### **September**

Prepare monthly financial report for executive board and general meetings, usually by the 5<sup>th</sup> of the month.

Reconcile monthly bank statement with all accounts.

Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually after the 16<sup>th</sup> of month

Enter category AB and AC members from A-220 report to quarterly per capita tax form.

### **October**

Prepare monthly financial report for executive board and general meetings, usually by the 5<sup>th</sup> of the month.

Reconcile monthly bank statement with all accounts.

Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually after the 16<sup>th</sup> of month

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Receive total voting membership report from WSFC Treasurer for preparation of Per Capita Tax

Prepare quarterly per capita tax form and pay required tax. Usually after the 20<sup>th</sup> of the month and prior to the end of the following month.

### **November**

Prepare monthly financial report for executive board and general meetings, usually by the 5<sup>th</sup> of the month.

Reconcile monthly bank statement with all accounts.

Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually after the 16<sup>th</sup> of month

Enter category AB and AC members from A-220 report to quarterly per capita tax form.

### **December**

Prepare monthly financial report for executive board and general meetings, usually by the 5<sup>th</sup> of the month.

Reconcile monthly bank statement with all accounts.

Verify direct deposit of chapter dues using A-220, W-101 and M-130 reports. Usually after the 16<sup>th</sup> of month

Enter category AB and AC members from A-220 report to quarterly per capita tax form.