2019-2020SY

FSNA Quick Tips & TREASURER Time Line

| ask | Due Date | LINKS/RESOURCES | Done | Initials |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Secretary/Treasurer- look at forms being used- decide what you want to do | June |  |[ ]   |
|  |  |  |  |  |
| First board meeting of the new school year- budget proposal –establish meeting and event calendar to be distributed. | June-August |  |[ ]   |
| First day of school/work | August/Sept |  |  |  |
| E-file the 990N with the IRS**Due December 15** | August 1 filing opens | <https://www.irs.gov/pub/irs-pdf/p5248.pdf> |[ ]   |
| Organize helpers to help you collect funds.Local dues, activities, ticket sales, etc. | September |  |[ ]   |
| Follow up on Dues not collected | October |  |  |  |
|  |  |  |  |  |
| E-file the 990N with the IRS- double check to ENSURE it is filed.**Due December 15** | **Due December 15** | <https://www.irs.gov/pub/irs-pdf/p5248.pdf> |  |  |
| Update the Board (& Members) on the Chapter Budget | January |  |  |  |
| To avoid a $400 penalty, file a Not-for Profit Corporation Annual Report with the Florida Department of State \*\*\*Look up last’s years documentI file the SunBiz receipt in hard-copy, save it on my FSNA flash drive and mail it to all the board. | FebruaryMUST BE FILED BY **May 1** | <http://dos.myflorida.com/sunbiz/manage-business/efile/annual-report/instructions><http://dos.myflorida.com/sunbiz/manage-business/efile/annual-report/> |[ ]   |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Last day of school/work day | May/June |  |  |  |

**RESOURCE LINKS**

**Annual Report Filing (Dept of State):**

* Detailed Instructions for Filing the **Annual Report** at <http://dos.myflorida.com/sunbiz/manage-business/efile/annual-report/instructions>
* Search for your Chapter: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
* To file your Annual Report: <http://dos.myflorida.com/sunbiz/manage-business/efile/annual-report/>

**990N E-File (IRS):**

* <https://www.irs.gov/pub/irs-pdf/p5248.pdf>
* <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
* Search for your Tax-exempt Organization: <https://apps.irs.gov/app/eos/>
* FAQs: <https://www.irs.gov/charities-non-profits/annual-electronic-notice-form-990-n-for-small-organizations-faqs-how-to-file>