

# DUE DATE CHECKLIST

Due Date	Report	Due To
As soon as available	Meeting & Activity Calendar	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Post for All</li> </ul>
Sept 1 <i>Update after any changes</i>	PTA/PTO/Booster Club Information Sheet	<ul style="list-style-type: none"> <li>• Principal</li> <li>• CISD Internal Auditor</li> </ul>
Sept 1	Year-end financial report prepared by Treasurer	<ul style="list-style-type: none"> <li>• Principal</li> <li>• CISD Internal Auditor</li> </ul>
Sept 1	Year-end financial audit prepared by review committee or accountant	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Internal Auditor</li> </ul>
Sept 1	<a href="#">Form 802- General Information</a> (This is a new annual reporting requirement for the 2017-2018 school year.)	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Internal Auditor</li> </ul>
Sept 1	Send 990 or 990EZ to IRS if fiscal year ended 5/31 and your group meets the standards for one of these forms. Check the IRS website for these amounts as they have been changed. <b>Strongly suggest filing these documents as soon as possible after the fiscal year-end, before turning books over to new officers.</b>	<ul style="list-style-type: none"> <li>• IRS</li> <li>• CISD Internal Auditor</li> </ul>
<b>Oct 1</b>	Complete 990N online and file electronically if fiscal year ended 5/31 and gross receipts for prior year were less than \$50,000 <b>Strongly suggest filing these documents as soon as possible after the fiscal year-end, before turning books over to new officers.</b>	<ul style="list-style-type: none"> <li>• IRS</li> <li>• CISD Internal Auditor</li> </ul>
<b>Oct 1</b>	Fundraiser application for fall fundraisers	<ul style="list-style-type: none"> <li>• Principal</li> </ul>
<b>Mar 1</b>	Fundraiser application for spring fundraisers	<ul style="list-style-type: none"> <li>• Principal</li> </ul>
<b>As soon as club is set up</b> (If <u>not</u> a member of CISD Educational Support Groups, Inc.)	Articles of Incorporation, By-laws, Determination Letter for 501(c)(3) status from IRS  <b>Only required once for each organization unless documents are changed.</b>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• CISD Internal Auditor</li> </ul>