



Due Date	Report	Due To
As soon as available	Meeting & Activity Calendar	• Principal • Uploaded to the shared drive
Sept 1 <i>Update after any changes</i>	PTA/PTO/Booster Club Information Sheet	• Principal • Uploaded to the shared drive
Sept 1	Year-end financial report prepared by Treasurer	• Principal • Uploaded to the shared drive
Sept 1	Year-end financial audit prepared by review committee or accountant	• Principal • Uploaded to the shared drive
Sept 1	Form 802- General Information	• Principal • Uploaded to the shared drive
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. Strongly suggest filing these documents as soon as possible after the fiscal year-end, before turning books over to new officers.	• IRS • Uploaded to the shared drive
Oct 1	Complete 990N online and file electronically if fiscal year ended 5/31 and gross receipts for prior year were less than \$50,000. Strongly suggest filing these documents as soon as possible after the fiscal year-end, before turning books over to new officers.	• IRS • Uploaded to the shared drive
Oct 1	Fundraiser application for fall fundraisers	• Principal
Mar 1	Fundraiser application for spring fundraisers	• Principal
As soon as club is set up	Articles of Incorporation, By-laws, Determination Letter for 501(c)(3) status from IRS. Only required once for each organization unless documents are changed.	• Principal • Uploaded to the shared drive