

**AAUW California
Branch or IBC Financial Checklist**

Bank Accounts

Bank	Account #	Purpose	Where Statements are Filed
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Bank Accounts On Line Access Info

Bank	Account #	Log in	Password
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Financial Reporting Requirements

Form description	Description	Due Date	Date Completed	Where Copy Filed
Federal Income Tax Group Exemption OR IRS Form 990/990N	National Files FEDERAL	10/15		
State Income Tax CA FRB 199/199N	Federal Income Tax Submission	11/15 or 135 days after FYE		
CA Attorney General RRF-1	YOU MUST FILE THIS YOURSELF/NATIONAL CANNOT DO IT FOR YOU State Income Tax	11/15 or 135 days after FYE		
CA Statement of Information SI-100	Charitble Trust Reporting	11/15 or 135 days after FYE		
	Biennial Corporation Filing		Biennial based on original filing of Articles of Incorporation	

More info at:

<http://www.aauw-ca.org/financial-documents-deadlines/>

Action	Reason	Other Actions	
		Due Date	Where filed
Reconcile Bank Statements to Branch Financial Records	To ensure accuracy of reports to branch, IRS, FTB	Upon receipt, monthly (unless statement is only received quarterly, then quarterly). Preferably before reports are prepared.	
Prepare financial reports to branch	To advise branch members of the branch financial status		As required by branch policies and procedures
Organize records for filing and review	Prepare records for reference and review		As required by branch policies and procedures