

Branch or IBC Financial Checklist

Branch Legal Name:

FEIN:

FTB Entity #:

Bank Accounts

<u>Bank</u>	<u>Account #</u>	<u>Purpose</u>	<u>Where Statements are Filed</u>
-------------	------------------	----------------	-----------------------------------

Bank Accounts On Line Access Info

<u>Bank</u>	<u>Account #</u>	<u>Log in</u>	<u>Password</u>
-------------	------------------	---------------	-----------------

Financial Reporting Requirements

<u>Form description</u>	<u>Description</u>	<u>Due Date</u>	<u>Date Completed</u>	<u>Where Copy Filed</u>
Federal Income Tax Group Exemption	National Files FEDERAL	10/15		
OR IRS Form 990/990N	Federal Income Tax Submission	11/15 or 135 days after FYE		
State Income Tax CA FRB 199/199N	YOU MUST FILE THIS YOURSELF/NATIONAL CANNOT DO IT FOR YOU State Income Tax	11/15 or 135 days after FYE		
CA Attorney General RRF-1	Charitable Trust Reporting	11/15 or 135 days after FYE		

CA Attorney General CT-TR-1	New Charitable Trust Treasurer Report Form	11/15 or 135 days after FYE
CA Statement of Information SI-100	Biennial Corporation Filing	Biennial based on original filing of Articles of Incorporation

More info at:

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

Other Actions

<u>Action</u>	<u>Reason</u>	<u>Due Date</u>	<u>Where filed</u>
Reconcile Bank Statements to Branch Financial Records	To ensure accuracy of reports to branch, IRS, FTB	As received or NO LATER THAN THE END OF THE FISCAL YEAR	
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	