

Handout provided by Kennalee Mattson SCCQG Past Treasurer (kennaleem@aol.com) – Copies of some of the government filings included

- Keep track of your money, in and out. Checking accounts and/or savings. Computer helpful to be a good Treasurer. A lot of Government filing can be done online.
- Check your bylaws to find out if you a 501(c)(3) or (4) or ? and go to IRS.gov and print out the requirements.
- Keep a 3-ring note book with dividers to keep a historical record to hand off to a new treasurer each year. Don't put everything in archive in storage each year. Always keep copies of your government filings, bylaw changes, important legal papers, etc. Each Guild needs to create a procedure book for the Treasurer roles and responsibilities.
- If you change your address, be sure to provide new address to all agencies to make sure you do not miss any communications.
- SI-100 Statement of Information for the Secretary of the State, State of California, \$20 fee. Form needs filing every two years. You can file an amendment for free (change of offices for example). A free PDF copy of the filed Statement of Information will be returned to the filer electronically if a valid email address is provided at the time of submission. File at <https://businessfilings.sos.ca.gov/>
- RRF-1 Attorney General's Registry of Charitable Trusts. Annually submit at close of fiscal year. There is a fee if gross revenue is over \$25,000. You need to know your Gross Annual Revenue (amount of \$ you collected during the year) and your Total Assets (amount of \$ you have at end of year, i.e. checking, savings, money market, etc.). File at https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_form.pdf
- 199N is for reporting your Gross Receipts to the state of California at the end of your fiscal year. You can file an e-postcard by going to www.ftb.ca.gov website and check on the filing requirements here: <https://www.ftb.ca.gov/file/business/types/charities-nonprofits/annual-and-filing-requirements.html>
- 990N is for reporting your Gross Receipts to the IRS at the end of your fiscal year. You can file an e-postcard to by going to <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
- CT-NPR-1 is the Application for Registration of a Nonprofit Raffle Program for state of California. Opportunity quilt and door prizes are raffles and you must report them
- CT-NPR-2 is the Nonprofit Raffle Report for the state of California. Website address is www.oag.ca.gov/charities for both
- 1099-MISC is the form to report amounts over \$600 paid to speakers or teachers. You need to order forms from the IRS. They are free. You tell them how many you need for the year. Comes with a form 1096 Annual Summary and Transmittal of U.S. Information Returns. Note filing deadlines on the forms.
- Sales Tax Get a temporary or annual sellers permit for your sales of fabric, books, quilt auctions, etc. from the California State Department of Tax and Fee Administration. <https://www.cdtfa.ca.gov/>
- The Employment Development Department (EDD) wants any business that is required to file a Form 1099-MISC for service performed by an independent contractor to report to the Employment Development Department (EDD) within twenty (20) days of EITHER making payments of \$600 or more OR entering into a contract for \$600 or more with an independent contractor in any calendar year, whichever is earlier. This information is used to assist state and county agencies in locating parents who are delinquent in their child support obligations. http://www.edd.ca.gov/pdf_pub_ctr/de542.pdf
- You can check the status of your Guild with the state of California at <http://kepler.sos.ca.gov/> then click business search. Also check your status with the Franchise Tax Board at https://www.ftb.ca.gov/online/self_serve_entity_status_letter/