

## TREASURER

### Las Trampas Creek Treasurer

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**Please send two hard copies of all reports to Council.  
Enclose a Unit Remittance Form with all monies submitted to Council.**

### 2011-2012 Council Financial Deadlines

- Sept 15, 2011 • NRP-1, Application for Registration Non-profit Raffle Program
- Oct 1, 2011 • Year-end Audit (Jan 1, 2011 – Jun 30, 2011) *send to council auditor*  
• Year-end Financial Report (Jul 1, 2010 - Jun 30, 2011)  
• Association-Approved 2011/12 Budget
- Oct 15, 2011 • Ready, Set... Remit award (30 memberships)
- Nov 1, 2011 • First Mandatory Membership Remittance (additional memberships)
- Nov 15, 2011 • Federal Tax Returns (Jul 1, 2010 – June 30, 2011)  
• California State Tax Returns (Jul 1, 2010 - June 30, 2011)  
*(only incorporated units: Buena Vista, Murwood, Parkmead)*  
• RRF-1, Registration Renewal Fee Report  
*(only incorporated units: Buena Vista, Murwood, Parkmead)*  
• SI-100, Statement by Domestic Nonprofit Corporation  
*(only incorporated units: Buena Vista, Murwood, Parkmead)*
- Dec 15, 2011 • General Liability Insurance Premium due to council
- Jan 15, 2012 • Workers' Compensation Annual Payroll Report  
• Second Mandatory Membership Remittance (additional memberships)
- Feb 28, 2012 • Mid-year Audit (Jul 1, 2011 – Dec 31, 2011) *send to council auditor*  
• IRS Form 1099-MISC for each Independent Contractor
- Mar 1, 2012 • Founder's Day Free Will Offering  
• Final Membership Remittance for 2011-12 (additional memberships- final tally to State by March 31 determines number of voting delegates at State Convention)
- Oct 1, 2012 • Year-end Financial Report (Jul 1, 2011 – Jun 30, 2012)  
• Year-end Audit (Jan 1, 2012 – Jun 30, 2012) *send to council auditor*
- As needed • Form DE 542, Report of Independent Contractor(s)  
• NRP-2, Nonprofit Raffle Report *after each raffle*  
• SI-100, Statement of Information by Domestic Nonprofit Corporation - *(only required for incorporated units)*

**Per Capita Membership Dues = \$4.40/member**