

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 • Chairman's Club membership (50 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 (Final)
- 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)
- 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 = \$4.90/member