**CLUB TREASURER’S CALENDAR**

 June 1 Beginning of club’s fiscal year

June 15 Deadline for submission of dues to International and District Nine

July 10 Unpaid members after this date are dropped from the database of active members. Any payments after this date are subject to a $10 reinstatement fee which should be submitted to International with dues

October 15 Form 990 or Form 990-EZ due to be filed with the IRS

October Mail any contributions to the International Foundation Grant Program

December 1 Half-year dues (half-price) for International and District Nine go into effect for new members. Note that the new member processing fee is not halved.

January 15 Club’s Leadership Training Fee (currently $35) due to the District Treasurer

January 15 If club has a local Foundation, send Club Foundation Annual Report to International Foundation

April 1 New members paying dues between April 1 and May 31 pay full-year dues and receive full membership for the remainder of the fiscal year **AND THE FOLLOWING YEAR**

April/May Send Club contribution for Altrusa International Foundation Endowment Fund

Notify members of upcoming annual dues payments, and collect annual dues from renewing members

 Work with Finance Committee to plan next year’s budget

 Close the books and send books to Board-approved auditor for audit

 Incoming Treasurer attend Treasurer’s Workshop at Conference

Outgoing Treasurer trains incoming year’s treasurer