

LSC and Zone Annual Finance Compliance Calendar

LSC		
Tasks	Start Date	Due Date
Insurance Review and Renewal	October	November
Equipment Inventory Updates	As Needed - at least annually	
Budget Planning and Development	February	April
Form Budget Committee	March	
Budget Approval		
Budget & Finance Committees, 1st level approval	April	
Board of Directors, 2nd level of approval	April	
House of Delegates, 3rd/final approval	May (Spring HOD)	
Enter Approved Budget into Quickbooks	August	
Statement of Financial Position and Statement of Activities Budget Performance		
Reviewed by Outside Accountant & prepared for Finance Committee Review	Monthly	
Presented to BOD	At BOD meetings held in Sept., Nov., Feb., April and July	
Investment Committee Review Meeting w WFB	Quarterly	
Compare Zone Statements to LSC Statements	Quarterly	
Quickbooks - Back Up	Quarterly	
Schedule Annual Audit	Engage Auditor - June	
Prepare Audit Submission	October 31	
Upload W-9s	Prior to Vendor payment	
Review 1099 List of Vendors	December	
Verify Payroll Information for Employees	December 31	
File Extensions 990	January 15	
File Extensions with USAS	January 31	
File 1099s	January 31	
File Informational 990, CA - 199 and RRF- 1 (paper) Returns	Upon approval by the BOD - February	
Submit Audit and 990 to USA Swimming	NLT 30 days after submitting 990 to IRS	
Lock to close the fiscal year in Quickbooks	Annually (March)	
File Use Tax	April 30, July 30, October 30 and January 30	
New LSC or Zone Account Signers Approvals	Last BOD meeting prior to August	
Update Bank Account Signers	August	September 1
Prepare Travel Support Documents	NLT 90 days prior to start of the meet	
Review/Update Treasurer Forms	Annually	
Review/update Pacific P&P and R&R related to finances	As needed	
File Statement of Information - Secretary of State	Even numbered years - August thru December	
Review/update Financial P&P	Every Other Year - Odd years	
LSC Financial Assesment Program	Every Other Year - Even Years	

Zones

Submit receipts for Use Tax Filing	April 15, July 15, October 15 and January 15
Upload W-9s	Prior to Vendor payment
Upload Source Documents (checks, deposits, reports)	Monthly
Quickbooks - Back Up	Quarterly
Equipment Inventory Updates	Quarterly
Compare Zone Statements to LSC Statements	Quarterly
Finance Committee Meetings	Monthly
Zone Budgets	NLT 30 days post approval