

ADMINISTRATIVE CALENDAR
FRIENDSHIP FORCE OF SOUTHWEST FLORIDA
November 1, 2019

- JANUARY 1-15: **The President** will submit the Friendship Force of Southwest Florida “Club Charter Renewal” form(s) to Friendship Force International (January 15 is the final deadline). The President will also include dues of \$20/member.

- JANUARY 1 – May 15: **The Treasurer** will submit the “Annual Electronic Filing Requirement for Small Exempt Organization”, IRS Form 990-N (May 15 is the final deadline).

To submit form 990-N, go

to: <https://www.irs.gov/charities-non-profits>. Select “Annual Reporting & Filing”, “990-series forms and schedules”, “Form 990-N”, scroll down 2-3 pages and select “Form 990-N Electronic Filing System (e-Postcard)”, username: CATHYCOBB (all caps), “Your site image”: (Turtle image), “Your site phrase”: what i play, “Password”: 88#Tennis, Select: “Submit”.

Select: “Continue”, Select: “Manage Form 990-N Submissions”, Select: “Manage Form 990-N Submissions”, Select: “Create New Filing”, open the drop down menu at “EIN”, Select: “80-0168499-Friendship Force of Southwest Florida”, Select: “Continue”, follow the Prompts.

“Continue”, scroll down to “Principle Officer”: Insert your name, address, etc., Select: “Submit Filing”, Select “OK”, “Print a Copy of this filing for your records”. You should now be done!

- AUGUST 2019 and every 5 years thereafter: The Treasurer will renew the “Consumer’s Certificate of Exemption, Form DR-14”, (this is commonly called the “Tax Exempt Number”. It should automatically renew every 5 years. The treasurer should get a notification of the renewal about 30 days before it expires (August 31). The form contains the address of the Treasurer; therefore, when a new Treasurer is elected, that person should call and have the address changed. This can be accomplished by calling the “Florida Department of Revenue” at 850-488-6800. The phone number can be found at the following web site:

https://floridarevenue.com/taxes/Pages/gta_contact.aspx

- DECEMBER:

The Treasurer will receive the annual membership dues of \$40/person (\$10/year for Associate Members)*, deposit the dues in the “Primary Business Checking Account”, and make the appropriate deposit entries in the checkbook. The Treasurer will also keep the Membership Chairman posted on who has paid their dues.

*(A typical associate member is a person that is a snowbird who is a member of a club “up north”, but spends the winter in our area, and participates in our club activities).

The Membership Chairman, will keep a copy of the current membership roster; and check off each person who has paid their dues. No later than December 31, the Membership Chairman should contact each unpaid member and remind them that their dues need to be paid, and encourage them to renew their membership. (**The President** must pay FFI \$20 for each active member not later than January 15, so it is imperative that members pay their dues prior to December 31)!

