

Due Date	Form	Deliverable
Oct 15th	Annual Affiliate Membership Fee covering General Liability & Event Liability (if applicable) payable to SRVEF	Check sent to Foundation
Oct 15th	Bylaws	Copy to Foundation
Oct 15th	MOU from SRVEF (signed by officers and principal) [PDF Format]	Copy to Foundation
Oct 15th	Affiliate Board Roster (Include e-mail addresses, phone #'s and indicate officers)	Copy to Foundation
Oct 15th	Proof of Bonding Insurance for Current School Year	Copy of Insurance Certificates
Oct 15th	Letter of Authorization to Bank to freeze funds (See form letter) [MS Word Format] Submit new letter if officers change during the year.	Copy of letter to the Foundation and the Bank
Oct 15th	Affiliate's Meeting Dates for Upcoming Year	Copy of Schedule to Foundation
Oct 15th	List of Board Members Signing Checks	Copy of Form letter to Foundation
Oct 15th	Current Fiscal Year Budget	Copy to Foundation
Oct 15th	Prior Year, Fiscal Year End Financials (Balance Sheet & Income Statement)	Copy to Foundation
Oct 15th	Annual Report from previous year (use form) [MS Word Format]	Copy to Foundation

Nov 15th	Tax Forms filed with the Tax Authority or an Extension on Form #8868	<p>Forms filed with the Tax Authority: 990 - Return of Organization Exempt From Income Tax 199 - California Exempt Organization Annual Information Return RRF-1 - Annual Registration Renewal Fee Report to Attorney General of California</p>
Jan 15th	Copies of Tax Forms filed with the Tax Authority or an Extension on Form #8868	<p>Copies to the Foundation: 990 - Return of Organization Exempt From Income Tax 199 - California Exempt Organization Annual Information Return RRF-1 - Annual Registration Renewal Fee Report to Attorney General of California</p>
Jan 15th	<p><u>Internally Audited Fiscal Year End Financials (QuickBooks balance statement and income statement) (7/1 - 6/30) [Audit Acknowledgement - MS Word Format]</u></p>	Copy of Audit and Audit Acknowledgement Form to Foundation
April 15th	<p><u>Internally Audited Fiscal Mid - Year Financials (QuickBooks balance statement and income statement) (7/1 - 12/31) [Audit Acknowledgement - MS Word Format]</u></p>	Copy of Audit and Audit Acknowledgment Form to Foundation