

Sample Treasurer Calendar

Based on a local union with the fiscal year of Sept. 1 to Aug. 31

Ongoing:

- Pay local bills
- Print the billing statement at <https://ims.nea.org/ebilling>
- Reconcile bank statements monthly
- Prepare and present financial reports to the Executive Board at regularly scheduled meetings

<p>SEPTEMBER</p> <ul style="list-style-type: none"> • New dues structure is effective Sept. 1. • Record the names of members who pay dues by personal checks. • Dues arrears from previous year must be paid. • Plan for the annual audit due Feb. 28. 	<p>OCTOBER</p> <ul style="list-style-type: none"> • Check district dues deductions. • Notify if corrections are needed. • Transmit state and national dues to Education Minnesota by the 25th of the month. 	<p>NOVEMBER</p> <ul style="list-style-type: none"> • Transmit state and national dues to Education Minnesota by the 25th of the month.
<p>DECEMBER</p> <ul style="list-style-type: none"> • Determine if you will have individuals receiving \$600 or more from the local in the calendar year (Jan.-Dec.). • Order for IRS forms 1099-NEC and 1096 by calling 1-800-TAX-FORM (1-800-829-3676) or submit request online. • Transmit state and national dues to Education Minnesota by the 25th of the month. 	<p>JANUARY</p> <ul style="list-style-type: none"> • Form 990-N(e-Postcard), 990-EZ or 990 due to the IRS on Jan. 15. • Complete and send Form 1099-NEC (Copy B) to individuals who received \$600 or more by Jan. 31. • Form 1099-NEC (Copy A) and 1096 due to the IRS (last business day of January). • Transmit state and national dues to Education Minnesota by the 25th of the month. 	<p>FEBRUARY</p> <ul style="list-style-type: none"> • For local delegates to be seated at the April Education Minnesota Representative Convention, local must have paid 50% of state and national dues to Education Minnesota by Feb. 25. • Audit report due to Education Minnesota by Feb. 28. • Transmit state and national dues to Education Minnesota by the 25th of the month.
<p>MARCH</p> <ul style="list-style-type: none"> • Transmit state and national dues to Education Minnesota by the 25th of the month. 	<p>APRIL</p> <ul style="list-style-type: none"> • Transmit state and national dues to Education Minnesota by the 25th of the month. 	<p>MAY</p> <ul style="list-style-type: none"> • Transmit state and national dues to Education Minnesota by the 25th of the month.
<p>JUNE</p> <ul style="list-style-type: none"> • Transmit state and national dues to Education Minnesota by the 25th of the month. 	<p>JULY</p> <ul style="list-style-type: none"> • Transmit state and national dues to Education Minnesota by the 25th of the month. 	<p>AUGUST</p> <ul style="list-style-type: none"> • Adopt a budget and operating policies. • Prepare folders and files for the new fiscal year. • You will receive via email the new dues structure.

Depending on the size of the local, determine the budgeting process timeline to ensure that the budget is approved by the governing board before Sept. 1.