# NONPROFIT COMPLIANCE CALENDAR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Quarter or Month | *add* | *columns* | *here* |
| FY | Fiscal Year (FY) |  |  |  |  |
| Due Annually | City of XXX Business License[[1]](#footnote-1) ($65) |  |  |  |  |
| City of XXX B&O Taxes ($0) |  |  |  |  |
| WA Sec of State Annual Report ($20) |  |  |  |  |
| WA Sec of State Charitable Organization Registration[[2]](#footnote-2) ($80) |  |  |  |  |
| WA DOR Business & Occupation/Excise Tax ($$$$) |  |  |  |  |
| Form 990 due to IRS[[3]](#footnote-3) |  |  |  |  |
| US Dept of Commerce Annual Services Report ($0) |  |  |  |  |
| General Liability insurance ($) |  |  |  |  |
| Directors & Officers insurance ($) |  |  |  |  |
|  | Renew Login.gov, SAM (for federal funding) |  |  |  |  |
| Planning | Annual Budget |  |  |  |  |
| Finance Committee Meetings |  |  |  |  |
| Fundraising |  |  |  |  |
| Member Dues | WSFMA (includes Farmers Market Coalition) |  |  |  |  |
| Nonprofit Association of Washington |  |  |  |  |
|  |  |  |  |  |
|  | Specific reminders |  |  |  |  |
| Monthly | Invoices and Accounts Payable due to XXX  | by XXX |  |  |  |
| Financial Report to XXX |  |  |  |  |
| Monthly P&L, Balance Sheet included in BOD packet |  |  |  |  |
| Timesheets due to XXX |  |  |  |  |
| Payroll |  |  |  |  |

1. Not all Cities require business licenses. [↑](#footnote-ref-1)
2. Not required unless soliciting over 50K in donations. See “Stay Up-to-Date with the Secretary of State.” [↑](#footnote-ref-2)
3. Only nonprofits that have a 501c designation from the IRS need to file a Form 990. They are usually due the 15th of the 5th month after the end of your fiscal year. [↑](#footnote-ref-3)