

Dates to Remember

December 31st

This is the end of our accounting period. An annual expenditure and revenue report needs to be created which shows the money in and out of the organization. We usually post this in our quarterly newsletter.

February 15th

We should have been contacted by the IRS regarding our Form 1023.

March 15th

We should of received the annual report forms (CT-12, CT-12F or CT-12S) from the Department of Justice. If the forms have not arrived, contact the Annual Report Specialist at the Department of Justice at (971) 673-1880. Our registration number with the Department of Justice is: **32565**.

April 15th

Tax Day. As a non-profit, we don't have income tax to pay, but we must report all of our income regardless. If our income is \$50,000 or less, we can use the e-postcard (Form 990-N).

May 15th

The form from the Department of Justice (see March 15th) is due.

June 13th

Our Business Registry with the Oregon Secretary of State needs to be renewed prior to this date. Our registry number with the Secretary of State is: **087185-95**.

Visit http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login