

## Auditor Timeline

Monthly: scan and send bank statements to all active event treasurers

### Jan-RSC mtg

Audit events, RSC

Collect end of year P&L from RSC and C&E, total bank account balances as of Dec 31

### Feb

P O box due

Renew corp with the SOS.wa.gov

### March

Send tax info to CPA: end of year P&L for RSC and C&E, event summaries from all events, Total amount in all bank accounts, list of FSA board members – donations are all income from groups, areas, registrations from events-program expenses are all RSC expenses, C&E is fundraising expense. Review past 990 filings for more info.

### April-RSC mtg

Audit C&E

### May

990 due May 15

Final audit for C&F at WNIRCNA-collect event summary

### June

### July-RSC mtg

Audit events, RSC

Final audit for WNIRCNA-collect event summary

### Aug

### September

### October-RSC mtg, FSA mtg

Audit C&E

### November

December

Reseller permit expires

Final audit for PNW – collect event summary