

Tax Filing Time Table

Booster Club's fiscal year is July 1 through June 30. Taxes for the fiscal year are filed by November 15. All tax information must be given to the CPA by early September.

Filing on Time: To be on time, Audits for Boosters and Bingo are done and presented at the September Booster meeting.

- Give approved audits to CPA right after September meeting.
- CPA gets electronic copy of taxes to the Treasurer by the 2nd Tuesday in October, so Board has one week to review. Board members must give suggested corrections before the October Board meeting so the tax returns can be approved at that meeting and the taxes can be electronically filed by November 15 due date.
- File Fiscal Year (July 1 through June 30) by November 15.
- Attach both audits (approved in September meeting).

Extension Required: If Audits for Boosters and Bingo are NOT done by September Booster meeting:

- All financial information must go the CPA by early September
- Instruct CPA to file an extension
- Both audits **must** be completed and presented at the October Booster meeting.
- The tax returns will be sent out to the Board one week before the January meeting and will be approved at that meeting.
- File by February 15

Revised April 21, 2015