

FCUAC Master Schedule

Event	Note	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bookkeeping													
Pay/reimburse non-recurring expenses	On demand	x	x	x	x	x	x	x	x	x	x	x	x
Post transactions to journal	As needed	x	x	x	x	x	x	x	x	x	x	x	x
Reconcile journal to bank statements	Monthly	x	x	x	x	x	x	x	x	x	x	x	x
FCUAC annual report*	For prior year	x											
WA annual report													
Notice		x											
Due			x										
U.S. IRS													
IRS 990-N filing						x							
1099-MISC**	If >\$600 paid												
1099-MISC forms ordered	Early in the month	x											
1099-MISC sent	First of the month		x										
1096 filed	w/ 1099-MISC copies		x										
Recurring expenses													
Zoom license		x											
USPS box rental	Expires end of month		x										
Domain registration***	Prepaid until 2028	x											
Web hosting***	Prepaid until 2027	x											
KC CSA grants													
Grant applications	For next year											x	
Grant awards				x									
KC CSA grant agreement****	w/ tax id submittal						x						
Grant fund receipt												x	

*FCUAC annual report

At year-end, the treasurer prepares an annual report that includes the cash flow, along with fund and bank balances. The report is submitted to the board as part of the January regular meeting.

**1099-MISC

If FCUAC pays anyone more than \$600 for services in the prior year, FCUAC must send those individuals 1099-MISC forms. In addition, FCUAC must file form 1096, along with copies of the 1099-MISC forms.

***Web hosting and domain registration

Both services were prepaid to take advantage of available discounts.

****KC CSA grant agreement and tax ID submittal

If FCUAC is approved for King County Community Service Area (CSA) grants, the FCUAC president or treasurer must sign a grant agreement sent by the county that includes the FCUAC tax ID.

FCUAC Master Schedule