



# **CALMOAA Treasurer Report for 2020 Annual Meeting**

*NORTROP GRUMMAN*

September 2020

Jennie Werner, Treasurer



# CALMOAA Treasurer: Description of Role



It is the treasurer's primary role to responsibly maintain CALMOAA's finances in accordance with the CALMOAA Bylaws. Duties include:

- Maintain a record of all receipts and expenses
- Make disbursements as authorized
- Invoice and collect annual chapter dues and deposit them in a timely manner
- Prepare required IRS and California Franchise Tax Board, Secretary of State (SoS), and Office of the Adjutant General (OAG) required reports and forms as required
- Provide guidance to chapter leaders regarding how to ensure their compliance with the above IRS and California requirements
- Prepare quarterly financial reports to the CALMOAA board and an annual report to the membership at the CALMOAA Annual Meeting
- Have all accounts and associated documentation inspection ready at all times
- Chair Finance Committee meetings as necessary to deal with any issues and to create a budget for the upcoming year to be submitted for approval at the annual meeting
- Advise CALMOAA leadership as needed on budget compliance issues



# 2020 CALMOAA Treasurer Summary

## • Accomplishment(s)

- Brought CALMOAA fully into compliance with IRS and California FTB, SoS and OAG reporting requirements
- -Sent out guidance to all chapters on tax compliance responsibilities and created checklist for them to certify annual compliance
- Established quarterly financial reporting requirement and format and executed this accordingly
- Chaired first Finance Committee meeting to get input on 2021 budget for annual meeting approval

## • Current Focus

- Track chapter compliance checklists to ensure chapter compliance with federal and state reporting mandates
- Establish robust presence on CALMOAA website Treasurer section with references to assist chapters with federal and state reporting requirements

## • Risks/Opportunities

- The current pandemic makes future expenses and revenues uncertain, especially not knowing whether we will be able to host an in-person annual meeting in 2021
- We are in a better financial position this year due to minimal expenses on our zoom annual meeting versus having a normal in-person meeting
- Due to the pandemic, we are effectively utilizing zoom for CALMOAA board and member coordination, which has enhanced communication and meetings.

## • Upcoming Milestones/Requirements

- Prepare Chapter Dues invoices for distribution in January 2021
- Update website with Federal and State compliancy info for chapters
- Track compliancy responses and dues receipts for CALMOAA President



# IRS and State Compliance



## ANNUAL MOAA CHAPTER'S REPORT TO THE CALIFORNIA COUNCIL

REPORT DUE NOT LATER THAN MARCH 15TH TO THE AREA VP FOR FORWARDING TO CALMOAA TREASURER

Fiscal YR Ending: **31 DECEMBER** \_\_\_\_\_

| INCORPORATED MOAA CHAPTER |  |                |          |                          |            |
|---------------------------|--|----------------|----------|--------------------------|------------|
| Agency                    | FORM DESCRIPTION                       | FORM NUMBER    | FEE?     | DUE DATES                | DATE FILED |
| IRS                       | ANNUAL EXEMPT RETURN                   | 990-N or 990   | NO [1]   | JAN 1 THRU MAY 15        |            |
| IRS                       | CHANGE OF ADDRESS OR RESPONSIBLE PARTY | 8822-B         | NO       | WITHIN 60 DAYS OF CHANGE |            |
| SOS                       | STATEMENT OF INFORMATION               | SI-100         | YES [4]  | JAN 1 THRU MAY 15        |            |
| FTB                       | ANNUAL REPORT                          | 199N or 199    | Note [1] | JAN 1 THRU MAY 15        |            |
| FTB                       | CHANGE OF ADDRESS                      | 3533-B         | NO       | AFTER CHANGE             |            |
| OAG                       | ANNUAL REGISTRATION RENEWAL            | RRF-1 [2]      | Note [3] | JAN 1 THRU MAY 15        |            |
| OAG                       | ANNUAL TREASURER'S REPORT              | CT-TR-1 [2]    | NO       | JAN 1 THRU MAY 15        |            |
| MISC                      | From all Veteran EXCOM Members         | DD-214         | NO [5]   | Upon joining Chapter     |            |
| MISC                      | From all Active Duty SM's              | Active ID Card | NO [5]   | Upon joining Chapter     |            |

| NON-INCORPORATED MOAA CHAPTER |  |             |          |                          |            |
|-------------------------------|--|-------------|----------|--------------------------|------------|
| Agency                        | FORM DESCRIPTION                       | FORM NUMBER | FEE?     | DUE DATES                | DATE FILED |
| IRS                           | ANNUAL EXEMPT RETURN                   | 990         | NO       | JAN 1 THRU MAY 15        |            |
| IRS                           | CHANGE OF ADDRESS OR RESPONSIBLE PARTY | 8822-B      | NO       | WITHIN 60 DAYS OF CHANGE |            |
| FTB                           | ANNUAL REPORT                          | 199         | NO [1]   | JAN 1 THRU MAY 15        |            |
| FTB                           | CHANGE OF ADDRESS                      | 3533-B      | NO       | AFTER ANY CHANGEs        |            |
| OAG                           | ANNUAL REGISTRATION RENEWAL            | RRF-1 [2]   | Note [3] | JAN 1 THRU MAY 15        |            |
| OAG                           | ANNUAL TREASURER'S REPORT              | CT-TR-1 [2] | NO       | JAN 1 THRU MAY 15        |            |



# 2021 Key Dates



- January
  - Send out Chapter Dues notices
  - Send out Compliance Checklist for FY2021
  - Complete all CALMOAA Federal and State Reporting and complete CALMOAA Compliance Checklist for the records
- April – CALMOAA 1<sup>st</sup> Quarter (January-March) Financial Report due
  - 30 April: Deadline for Chapter Dues Payments
- May
  - 15 May: Due date for Federal and State annual reports
  - 15 May: Deadline for Chapter Compliance Checklists to CALMOAA
- July – CALMOAA 2<sup>nd</sup> Quarter (April-June) Financial Report due
- October – CALMOAA 3<sup>rd</sup> Quarter (July-September) Financial Report due
  - Host Finance Meeting to plan for FY2022 Budget
  - Prepare FY2022 Budget for approval at Annual Meeting
- January 2022 – CALMOAA 4<sup>th</sup> Quarter (October-December) Financial Report due



**CALMOAA**

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California Council for the Military Officers Association of America

**Questions?**



**Never Stop Serving**

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