

## Important Nonprofit Deadlines

**Federal Yearly Tax Filing Requirements** (Due within the 15<sup>th</sup> day of the 5<sup>th</sup> month after the fiscal year-end)

- Gross receipts “normally” of \$50,000 or more must file Form 990 (Return of Organization Exempt from Income Tax) or Form 990-EZ (Short Form Return of Organization Exempt from Income Tax)
- Gross receipts “normally” less than \$50,000 must file 990-N (e-postcard) or elect to file a full 990 or 990-EZ

Note: “Normal” receipts are established based on an average over three years ([www.irs.gov/charities/article/0..id=184445.00.html](http://www.irs.gov/charities/article/0..id=184445.00.html))

### **State Yearly Tax Filing Requirements**

- Gross receipts “normally” greater than \$25,000 must file Form 199 (California Exempt Organization Annual Information Return) (Due within the 15<sup>th</sup> day of the 5<sup>th</sup> month after the fiscal year-end)
- Gross receipts “normally” equal to or less than \$25,000 must file Form 199N (Annual Electronic Filing Requirement for Small Exempt Organizations) (Due within the 15<sup>th</sup> day of the 5<sup>th</sup> month after the fiscal year-end)
- Organizations with Unrelated Business Taxable Income (UBI) greater than \$1,000 must file Form 109 (California Exempt Organization Business Income Tax Return) (Due within the 15<sup>th</sup> day of the 5<sup>th</sup> month after the fiscal year-end)
- Organizations with taxable income greater than \$100 must file Form 100 (California Corporation Franchise or Income Tax Return) (Due within the 15<sup>th</sup> day of the 5<sup>th</sup> month after the fiscal year-end)
- Attorney General annual RRF-1 form is due (Due within the 15<sup>th</sup> day of the 4<sup>th</sup> month after the fiscal year-end)  
[http://oag.ca.gov/sites/all/files/pdfs/charities/charitable/rrf1\\_form.pdf](http://oag.ca.gov/sites/all/files/pdfs/charities/charitable/rrf1_form.pdf)
- State Statement of Information Filing SI-100 form (due biennially within 5 months after the date of the initial Articles of Incorporation) <https://businessfilings.sos.ca.gov>

### **County Tax Filing Requirements**

- Property Welfare Exemption (Orange County) Initial exemption form BOE-267 <http://ocgov.com/gov/assessor/exempt/institutional> and thereafter annually BOE-267-A is due by Feb. 15<sup>th</sup> each year <http://www.boe.ca.gov/proptaxes/pdf/boe267a.pdf>
- Property Welfare Exemption (Los Angeles County) Claim for Welfare Exemption form EXM-417 is due by February 15<sup>th</sup> each year <http://assessor.lacounty.gov/extranet/guides/exemptions.aspx>
- Business Property Tax (Orange and Los Angeles County) Form 571-L Unsecured Property Tax form is due April 1 (10% penalty after May 7). Required to file if aggregate cost of business personal property exceeds \$100,000 or if the Assessor requests it.

### **Yearly Board Review**

- Determine Audit Requirement - If you receive more than \$500,000 in Federal Funds, you are required to have a "Single audit" which covers the year/program audit. In California, if you have more than \$2 million in gross receipts, you must have an audit.
- Board approval of budget for the following fiscal year
- Board members signing conflict of interest the beginning of each fiscal year

*Prepared by Fohrman & Fohrman, Inc. – February 2014*