

USBC Association Governance Calendar



Miscellaneous	Fiscal Bowling Year											
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Renew Articles of Incorporation with Secretary of State, if applicable	Based on Association Charter Date											
Hold Annual Meeting	Board Decides Date											
Conduct Board Meetings	Board Decides Dates - based on State Law											
Appoint Committees												●
Update Bylaws and send to Headquarters	●											
Transmit updated board info to USBC HQ	Within 2 weeks of election & when any changes occur											
Taxes	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Make association payroll tax deposit	●	●	●	●	●	●	●	●	●	●	●	●
Prepare & File IRS Form 990/990EZ/990N before 12/15	●	●	●	●	●							
Prepare & File IRS Form 990T (Unrelated Business Income) before 12/15, if required	●	●	●	●	●							
Prepare & Send IRS Form 1099-MISC forms to income recipients						●						
File IRS Form 1099-MISC/Form 1096 (Annual Summary & Transmittal of U.S. Information Returns) (Paper/Magnetic media)							●					
File IRS Form 1099-MISC by 3/31 (Electronic)								●				
Prepare & Send W-2's (Wage & Tax Statement) to employees						●						
File W-2 & W-3 with the Social Security Administration							●					
Prepare & file Personal Property Tax Report (report to state regulations/deadlines)	Check with your local/state governing body for filing dates											
Prepare & file State Organization Business Taxes (sales tax)	Check with your local/state governing body for filing dates											
Financial	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Deposit funds received	Within 7 days of receipt to ensure bonding											
President verifies all bank accounts (General, Charity, Scholarship, Tournament, Savings, CD)	●	●	●	●	●	●	●	●	●	●	●	●
Develop association budget											●	
Maintain association budget	●	●	●	●	●	●	●	●	●	●	●	●
Gather data needed for annual audit											●	●
Conduct annual audit	●											