



# Finance Deadlines

## December 15

**Recruitment and Retention Grant** – send in submissions with receipts and/or supporting documentation as they arise. *Resets Jan 1.*

**A/V Allowance** – send in submissions with receipts and/or supporting documentation as they arise. *Resets Jan 1.*

**Season Ticket Holder Rebate**

## December 31

**W-9s** – collect from every speaker or vendor before issuing payment, provide all W-9s and payment information to CDS by December 31; CDS will assist with filing 1099's by January 31

**Non-Renewal Incentive Program** – Program Window May through December

## April

**Annual Stipend** – will be prepared and sent by CDS in April – no deadline for the branches

## May 15

**IRS Form 990** – processed through Crowded Banking

**Green Coats CDS Board Visit Reimbursement** – CDS will reach out to identify & reimburse costs after each branch meeting

**Branch Accounting Questionnaire** – no longer required, all information is available through Crowded Banking!

