



## AUXILIARY TO SONS OF UNION VETERANS OF THE CIVIL WAR

### Auxiliary Report Due Dates

<b>Date (no later than)</b>	<b>Form No.</b>	<b>To</b>	<b>Notes</b>
January 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during December
January 1 <sup>st</sup>	8822-B	IRS	Annual form to report change in person dealing with 990-N forms
January 30 <sup>th</sup>	Form A01	Department Secretary	Installing Officer's Report - to report new Auxiliary Officers for the year
February 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during January
March 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during February
April 1 <sup>st</sup>	Form A02	Department Secretary	Annual Per Capita Report
May 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during April
May 15 <sup>th</sup>	990N	IRS	Annual tax return (if financial year ends December 31 <sup>st</sup> )
May 15 <sup>th</sup>	Form A04	Department Treasurer	Report on the Auxiliary financial standing for the year
June 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during May
June 15 <sup>th</sup>	Form A06	Department Chaplain	Report on Memorial Day activities and Sisters who have passed away
June 15 <sup>th</sup>	Form A07	Department PI	Report on Memorial Day activities and other patriotic work for the year
July 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during June
August 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during July
September 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during August
October 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during September
November 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during October
November 15 <sup>th</sup>	990N	IRS	Annual tax return (if financial year ends June 30 <sup>th</sup> )
November 15 <sup>th</sup>	Form A04	Department Treasurer	Report on the Auxiliary financial standing for the year
December 1 <sup>st</sup>	Form A03	Department Secretary	Membership activity during November
Prior to Dept Encampment	Form A05	Department Vice President	Report on new membership for the year
Prior to Dept Encampment	Form A08	Department Secretary	Report on Auxiliary assets and holdings
Prior to Dept Encampment	Form A10	Department Secretary	Report on the charitable work done for the year