

Fiscal Year End taxes procedure – approved 08-13-2013

December 15: PCJSL bookkeeper or treasurer will send appropriate club presidents and treasurers an email that includes an excel spreadsheet detailing 1099 information needed for the time period from January through December . The PCJSL secretary will be responsible for providing an updated listing no later than December 10<sup>th</sup> .

January 10: The club is responsible for returning the completed spreadsheet by or before January 10<sup>th</sup> .

January 15: Bookkeeper will inform the treasurer which clubs have provided complete information and the treasurer will follow-up with any delinquent clubs by or before January 15<sup>th</sup> .

PCJSL fiscal year ends April 30.

June 1: PCJSL bookkeeper will send each club president and treasurer a list of needed documents for completion of PCJSL taxes. The list will include instructions on categories of expenses vs depreciable equipment, income and sponsor information, etc.

July 1: Clubs will return completed information or have made a written arrangement with PCJSL treasurer which includes a timeline for completing information.

July 15: Bookkeeper will send response email letting clubs know if the information received is complete or if any additional information is needed.

August 1: Any club who has not met all requirements for providing financial information required for the timely filing of PCJSL year end taxes will be charged with the IRS penalty, if any, and will notified by the Vice President of the date of their hearing for failure to meet this financial procedure. The hearing shall be before the PCJSL Board of Directors on or before August 15. The club may be put in financial bad standing per AYSA guidelines and bylaws or be administered any other sanctions determined by the board.