

**WILLAMETTE VALLEY
INTERGROUP CALENDAR OF
BUSINESS**

CREATED JANUARY 18, 2011
(updated May2016)

JANUARY

- NEW YEAR'S BUDGET Presented to Intergroup Representatives
- VOTING FOR OPEN INTERGROUP POSITIONS
- Advisory board to present new year's budget at the Intergroup meeting
- Form 940 Employer's Annual Un-Employment tax return due January 31st to IRS/Social Security Office
- W-2 & tax statements due to Employees
- Form OQ-xxxx quarterly report [4th quarter] deadline January 31st to Oregon Dept. of Revenue
- Form 941 Employees Quarterly Tax Return for 4th quarter of previous year due January 31st to IRS

FEBRUARY

- W- & W-3 Transmittal of Wages due to IRS/Social Security deadline February 28th [March 31st if filing electronically]
- Form WR or Annual Withholding Tax Reconciliation Report due February 28th to Department of Revenue
- Advisory Board reviews bylaws to verify all the changes voted on the previous year have been included.
- Quarterly Report prepared for February Area Assembly

MARCH

- Presentation of the annual update of WVI Bylaws for review by membership

APRIL

- Form 941 Employers Quarterly Federal Tax Return [1st quarter] to IRS by April 30th
- CENTRAL OFFICE PREPARE FOR MANNING A TABLE AT SOBERFEST EVENT IN MAY

- RENEW DOMAIN NAME FOR INTERNET ADDRESS
- Form CT - 12 by fiscal year to Oregon Justice Department (*Deadline May 15th - moved per Jane A 5.21.12)
- Form OQxxx Quarterly Tax report [1st quarter] due to Department of Revenue by April 30th
- First vote of changes to bylaws (if necessary)

MAY

- Form 990EZ or 990 Short Form Return of Organization Exempt from Income Tax to IRS by May 15th
- RENT INCREASE ON CENTRAL OFFICE LEASE
- Second vote of changes to bylaws (necessary if first vote)
- Quarterly Report prepared for May Area Assembly

JUNE

JULY

- Form OQ-xxxx Quarterly Tax Report [2nd quarter] to Dept. of Revenue due July 31st
- Form 941 Employers Quarterly Federal Tax Return [2nd quarter] to IRS by July 31st

AUGUST

- LIABILITY INSURANCE RENEWED

SEPTEMBER

- START ELECTION PROCESS
- QUARTERLY REPORT PREPARED FOR September AREA ASSEMBLY

OCTOBER

- NOMINATIONS ACCEPTED FOR OPEN INTERGROUP POSITIONS
- Form OQ-xxxx Quarterly Tax Report [2nd quarter] to Dept. of Revenue due October 31st
- Form 941 Employers Quarterly Federal Tax Return [3rd quarter] to IRS by Oct 31st
- Corporate name registration due to Secretary of State Corporation Division by November 1st

NOVEMBER

- NOMINATIONS ACCEPTED FOR OPEN INTERGROUP POSITIONS
- Review the next year's budget by the advisory board
- Review WVI Office Manager's salary status
- Quarterly Report prepared for November Area Assembly

DECEMBER

- VOTING FOR OPEN INTERGROUP POSITIONS
- Advisory board to complete the next year's budget