

# Kiwanis Reports, Verifications and Forms

## How do I know what is due when?

Reports and verifications that are to be filed by the president and/or secretary during the administrative year are listed below.

<u>Required</u>	<u>Due Date</u>
<b>Carolinas District Monthly Report</b> Complete online (kiwanisportal.com) Contact the district office if your club has not been set up previously.	10 <sup>th</sup> of succeeding month
<b>Annual Club Membership For Dues and Magazine Subscriptions</b>	October (see p. 2 for details)
<b>Annual Report of Club Election</b> Complete results at kiwanisportal.com	June 1 <sup>st</sup>
<b>Annual Club Report on Service</b> No longer needed if monthly reports done at kiwanisportal.com	Oct. 15 <sup>th</sup>
<b>Membership Information Form</b> This is the form to use for: New or Former Member Add (include KI & District Add Fee) Member Delete Member Transfer Member Information Change Honorary Membership Non-Member Subscription to Magazine	Ongoing
<b>Club President/Secretary Address Change</b> Send to Kiwanis International immediately upon change of president/secretary info. (Change addresses for the district at our website. If the PERSON has changed, email the district office.)	Ongoing
<b>Certificate of Election of Delegates and Alternates for International AND District Conventions</b>	30 days prior
<b>Federal Income Tax Report- Form 990 or 990EZ</b>	Feb.15 <sup>th</sup>

# Common dues billing date overview

During the 2009 International Convention, the House of Delegates approved a Common Billing Date for dues, which will be effective October 2010 for North American and Caribbean Clubs only.

The important thing to know is the changes will be effective October 1, **2010**, not 2009. All billing processes and fees will remain as they have for the past several years during the 2009-10 year.

Prior to October 1, 2010, we will provide additional information for North American and Caribbean Clubs regarding the Common Billing Date schedules.

In the meantime, please contact Member Services at 317-875-8755 (worldwide) or 800-KIWANIS (800-549-2647, US and Canada), ext. 411, or email at [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) if you have questions.

## Brief Overview

### **Clubs organized between September 1 and December 31 (Billing Group 1):**

Year 2010-11

- Payment based on club roster as of September 30, 2010
- Due October 1, 2010
- Payable no later than November 30, 2010

### **Clubs organized between January 1 and April 30 (Billing Group 2):**

Year 2010-11

- Payment based on club roster as of September 30, 2010
- Due December 1, 2010
- Payable no later than January 31, 2011

Year 2011-12

- Payment based on club roster as of September 30, 2011
- Due October 1, 2011
- Payable no later than November 30, 2011

### **Clubs organized between May 1 and August 31 (Billing Group 3):**

Year 2010-11

- Payment based on club roster as of September 30, 2010
- Due February 1, 2011
- Payable no later than March 31, 2011

Year 2011-12

- Payment based on club roster as of September 30, 2011
- Due December 1, 2011
- Payable no later than January 31, 2012

Year 2012-13

- Payment based on club roster as of September 30, 2012
- Due October 1, 2012
- Payable no later than November 30, 2012