

2nd Trimester
State Information Packet (SIP)





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Hello Treasurers,

Thank you for ALL the fast starts. It was great hearing from so many of you.

The 990-N is due for most chapters/states by October 15th!

	2nd Trimester Challenge	
	990N is due by October 15 th !	
	Email me a copy of the completed form for a small gift at year end	
		

The IRS requires all non-profits with less than \$50,000 in revenue to file a 990-N every year. This is also known as the ePostcard. It lets the IRS know that you are still an active organization. We are supposed to file every year, but if you have not filed for more than 3 years, the IRS lists you as “auto revoked” which means you have lost your tax-exempt status. If your chapter and/or state has reached this revocation status, you will need to go thru an involved process and pay a fee to get reactivated. If you continue to operate without your tax-exempt status, then the IRS could make you pay taxes on your revenue and fine you for back taxes not paid. So please take care of this. **Most are due October 15th!**

I am including detailed instructions on how to set up an online account on the IRS site and to complete the 990-N. Here is the link to file:

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard> Here are a few tips below:

- Whoever is responsible for filing the 990-N can set up their own personal login, you do not need to pass this on to another person and I would not suggest that since it includes personal information. Multiple people can

have a login, they just have to tie into the organization's EIN (Federal ID number).

- Your EIN number looks like XX-XXXXXXX and will be located on your IRS exempt notification letter which should be in your historical records, or it will be on previous 990-Ns which should be saved in historical records. If you still can't find it, you can check with your bank. You would have been required to put the EIN on the paperwork for the organization's checking account.
- You can look at your organizations status by doing a search at <https://apps.irs.gov/app/eos/>
- If your status says "Auto-revocation list" you will probably get an error when you try to complete your 990-N which means you will have to follow the instructions for the **Form 1024A** at <https://www.irs.gov/pub/irs-pdf/i1024a.pdf> and the form is located at <https://www.pay.gov/public/form/start/850735545> , but again you will only need this if you are in Revocation status.
- You will also need to check with your **state to see what is required for tax-exempt organizations**. Most have some sort of annual or possibly bi-annual registration requirements, and some have a small fee with it. Usually these can be filed online.



MID YEAR FUNDRAISER

PUZZLE *Competition*

CASH PRIZES

**ENTRY \$30 TEAMS OF 3 • 350 PIECES
SIGN UP BY SEPTEMBER 20
treasurer@uswomenoftoday.org**

OCTOBER 4 8:30-9:30

Mid-Year Budget Review.

As treasurer, one of the most important functions of your position is to monitor and forecast the financial position of your state/chapter.

The purpose of a mid-year financial budget review is to project what funds are needed to finish the year and with enough funds to begin the next year, The review should be conducted with members of your state/chapter finance committee.

In preparation, you should take each item on your budget and compare what you originally budgeted and what the actuals are now. Then consider the following questions:

- How much money is in the checking account?
- What expenses are coming up that will need to be paid and is there enough money to pay them?
- Is any of the budget designated for a specific purpose and not available for general expenses?
- Is the balance in the checking account getting low? If so, bring this up to the state/chapter membership in plenty of time to look at scheduling a fund raiser to bring money back into the account.
- Looking several months ahead, is the state/chapter prepared with the money needed to pay the bills?

Take each item on the budget and compare what was originally budgeted and what the actuals are now. Adjust the budgets accordingly. You can feel good knowing that you have helped your state/chapter run smoothly and efficiently!

FILL MY PIG



This will be an entire year fundraiser. I am encouraging donations of at least \$10 each trimester or a one-time donation of at least \$25 from Chapters, States, Districts and membership. For each donation, you will be put into a drawing for a prize at both mid-year and year-end. I have been approved by Finance to use my personal Venmo account. Send donations to **@Dawn-Nissen (2770 last 4 of phone number)**



Email treasurer@uswomenoftoday.org to place an order.

They will be delivered at Mid-Year or I can mail to you.

Pay by Venmo or send me a check.

Share with your chapters. I will be offering this a couple more times