

The Following is a schedule of Financial and
Administrative Requirements during the Year

1. Monthly and Quarterly, Pay your sales tax and your employee taxes to the IRS and to the State of South Carolina.
2. Pay your liquor tax prior to the expiration date so your canteen can stay open. Become familiar with the requirements of your officers when applying for the liquor license.
3. July 30th deadline for the Quarterly Trustee Report from 1 April to 30 June.
4. August 30th deadline for paying Quartermaster Bond, to include all other officers and employees.
5. October 30th deadline for Quarterly Trustee Report from 1 July to 30 September.
6. November 15th deadline for filing post and district tax return with the IRS (990's) whose fiscal year ends 30 June.
7. January 30 deadline for Quarterly Trustee Report from 1 October to 31 December.
8. April 30th deadline for Quarterly Trustee Report from 1 January to 31 March
9. April 30th submit your post-election report to VFW National HQ or Department of South Carolina HQ.
10. May 15th deadline for filing post or district tax return (990's) whose fiscal year ends 31 December.
11. Have Department Delegate Dues paid 15 days prior to Department Convention. The Department QM will send out roster with dues around 15 April annually. If this is not paid you will be in arrears with Department and you will not have a vote at the Department Convention and you may be at risk of being suspended.
12. June pay your National Delegate fee (\$25.00) to VFW National for the National Convention. If this is not paid you will be found in arrears with National and may be suspended. The form comes out of the VFW National Adjutant General with your mailed election report. You can pay this through registering one member for the National Convention yearly.
13. Submit your South Carolina Charities and Raffle request and submission to the Secretary of State, South Carolina when your letter states so. The Department's date is 15 November with our 990-deadline date.