

SDM Compliance Checklist

Date Due	Description
January 10	Submit completed SDM Form 010 “Most-Active Dancer Program” to the SDM Administrative Assistant Mary Elfmann, 741 Gowan Ave NW, Maple Lake, MN 55358-4816 or email to SquareDanceMN@aol.com for period 1 July through 31 December.
January 31	Complete and provide IRS Form 1099-NEC “Nonemployee Compensation” to anyone the organization paid more than \$600 for the previous calendar year (page 2, OP 20-01).
February 1	North Dakota Organizations Only – Complete on-line and submit the North Dakota Secretary of State Annual Nonprofit Report, https://firststop.sos.nd.gov/ , printing a copy for submission (page 3, OP 20-01) (www.sos.nd.gov for guidance).
February 1	Minnesota Organizations Only – Renew Minnesota Secretary of State registration (page 3, OP 20-01; see SDM Form 024, “Minnesota Annual Nonprofit Renewal” for guidance).
Feb. 28	Complete and submit IRS Form 1096 “Annual Summary and Transmittal of U.S. Information Returns” with Form 1099-NEC to the IRS (page 2, OP 20-01).
March 15	<p>Complete and submit IRS Form 1096 “Annual Summary and Transmittal of U.S. Information Returns” with Form 1099-NEC to the IRS (page 2, OP 20-01).</p> <p>Send to SDM Administrative Assistant, Mary Elfmann, 741 Gowan Ave NW, Maple Lake, MN 55358-4516) or email to SquareDanceMN@aol.com:</p> <ul style="list-style-type: none">• Completed SDM Form 003 “Annual Report and Financial Certification” (page 3, OP 20-01).• Completed SDM Form 002 “Annual Financial Statement” (page 3, OP 20-01).• Brief statement of calendar year’s activities – include information on classes, normal dance nights and location (page 3, OP 20-01).• A director/officer contact list (page 3, OP 20-01).• Annual membership meeting minutes (page 3, OP 20-01).

Date Due	Description
<i>April 30</i>	If yearly gross income is normally less than \$50,000 <u>and</u> organization desires to file its own IRS Form 990 “Return of Organization Exempt from Income Tax” it should be sent to the IRS, with a copy to SDM Executive Secretary (page 2, OP 20-01); otherwise check appropriate box on SDM Form 003, “Annual Report and Financial Certification” and SDM will file the appropriate form.
<i>April 30</i>	If yearly gross income is normally \$50,000 or more, the organization must file IRS Form 990 “Return of Organization Exempt from Income Tax” to the IRS, with a copy to SDM Executive Secretary (page 3, OP 20-01).
<i>April 30</i>	If in any year the organization has \$1,000 or more gross income from business that is not substantially related to the purposes constituting the basis for exemption, it must also submit IRS Form 990-T “Exempt Organization Business Income Tax Return” to the IRS, with a copy to SDM Executive Secretary (page 3, OP 20-01).
<i>July 10</i>	Submit completed SDM Form 010 “Most-Active Dancer Program” to the SDM Administrative Assistant (address above) or email to SquareDanceMN@aol.com for period 1 January through 30 June.
<i>October 31</i>	<p>Complete and submit to SDM Membership Director (Mary Kay Amberg, 12201 Minnetonka Blvd, Unit 105, Minnetonka, MN 55305-3903).</p> <ul style="list-style-type: none"> • SDM Form 005 “Individual Membership Application” (page 3, OP 20-02). • USDA “Club Roster” form for those members paying insurance through your organization (page 3, OP 20-02). • USDA “Club Members Insured Through Another Club” form for those members paying insurance through another organization, be sure to identify the other organization (page 3, OP 20-02). • USDA “Federation or Association Club Listing” form should include every location for lessons, demos, parades, picnics, dances, etc. Do not include private residences or barns (page 3, OP 20-02). • Check payable to Square Dance Minnesota (not an individual or your organization) for appropriate SDM dues and USDA insurance (page 4, OP 20-02). • SDM Form 004 “Annual Insurance Documentation” (page 4, OP 20-02).

Date Due	Description
<i>December 1</i>	Inform SDM Marketing Director if your organization does not want to participate in the “New Dancer Graduate Program” (page 2, OP 22-02).
<i>As Needed</i>	Complete and submit to SDM Membership Director USDA “Accident Report” form within 48 hours or as soon as practical after an incident (page 3, OP 20-02).
<i>As Needed</i>	Annually or upon change of leadership, sign and submit to organization secretary SDM Form 009 – Annual Conflict of Interest Certification (page 4, OP 20-01).
<i>As Needed</i>	Complete and submit to SDM Membership Director USDA “Additional Enrollment” form and fees for new members at any time during the year (page 4, OP 20-02).
<i>As Needed</i>	Complete and submit to SDM Membership Director USDA “Club Sponsored Class” form for students attending an approved class anytime during the year (page 4, OP 20-02).
<i>As Needed</i>	Complete and submit to SDM Membership Director USDA “Request for Certificate” form 15 days prior to an event when adding a dance location. (page 4, OP 20-02).
<i>As Needed</i>	Complete and submit to the SDM Marketing Director SDM Form 019 “Live Lively Nomination” whenever a nominee qualifies (OP 17-10)
<i>As Needed</i>	Contact SDM Marketing Director to obtain coupon booklets to present to new dancers upon completion of their Basic and Mainstream classes (page 2, OP 22-02).
<i>As Needed</i>	Provide specifics to SDM Education Director if organization funds a scholarship/grant (page 2, OP 22-01).
<i>As Needed</i>	Forward request for scholarship/grant SDM Form 014, 015, 016, or 017 to SDM Education Director if organization cannot fund locally (OP 22-01).
<i>As Needed</i>	Send an updated list of officers to the SDM Chair and the SDM Membership Director including date of change, position, name, email, address and phone number.