



# DEPARTMENT OF CALIFORNIA

## Post Administrative Compliance Calendar

Compliance with Department of California and government reporting deadlines shows good post leadership. Posts failing to submit department reports on time will be placed on probation until submission has been verified by the Department Adjutant.

## Government Reports

The following government agencies have ongoing mandatory reporting requirements for California nonprofits:

- The IRS
- California Secretary of State
- California Franchise Tax Board and
- California Attorney

Failure of posts to maintain administrative compliance with federal and state agencies is a big problem and can be very costly. Visit the [Government Reports](#) page on the department website for more details.

## Form Due Dates

### MANDATORY POST REPORT FORMS

- [Post Data Report](#): Due April 15
- [Consolidated Post Report](#): Due June 1
- [Convention Certificate of Post Delegates](#): Due June 1
- [Certificate of Post Officers](#): Due June 1
- [Certificate of Post Financial Audit](#): Due November 15

### DISTRICT REPORT FORMS

- [District Standing Committee Assignments](#): Due June 1
- [District Secretary](#): Due June 1
- [Certification of District Officers](#): Due June 1
- [District Meeting Schedule](#): Due June 1
- [National Convention Delegates](#): Due June 1

### AREA REPORT FORMS

- [Certification of Area Officers](#): Due June 1
- [Area Commissioner Recommendations](#): Due June 1
- [Area Meeting Schedule](#): Due June 1