



Reminders to Set

Checklist

Questions? E-mail the district consultants at consultant@snoelibraries.org

There are often administrative tasks which need to be completed periodically and can fall through the cracks during times of transition. This checklist is to help you use your organizational method to set reminders for doing them.

Not all of these will apply to every library (they may be taken care of by a parent organization or outsourced).

Business Requirements

- Payroll - following the schedule set by organization
 - Quarterly tax reports (Federal, State, State Unemployment)
 - Annual: W-2s/1099s, Social security statements (due Jan. 31)
 - W-4: annually reviewed for all employees
 - Local Service Tax Exemption forms: annually as applicable
- Sales Tax remittance: varies by organization; frequently 2x/year (Jul. & Jan)
- Sales Tax license (to collect sales tax) - renews every five years
- Worker's Compensation audit (annually)
- Update employment posters (Provided free by state & federal Depts of Labor)
- Update signatories on all bank accounts (annually or sooner if needed)
- Update & review all account passwords

Nonprofit Requirements

- Form 990 - annually
- Annual Report (Department of State) - due by July 1
- SAM Number (UEI) - annually
- Sales Tax Exemption - renews every five years
- Reports to Municipalities - at least annually; may be quarterly or monthly
 - Reports to supporting municipalities are required for state aid
- Annual Report to the Public/Donors
- Conflict of Interest forms - update annually
- Real Estate Tax Exemption (varies by county)
- Small Games of Chance license (either limited or annual)

State Aid Requirements

- PA Vendor Number: Verify annually (In federated systems, only done by HQ.)
- Annual Report (Office of Commonwealth Libraries) - February
- Agreement to participate in the District (Negotiated Agreement) - annually
- State Application for Library Subsidy Aid (SALSA) - August/September
- Plans for Use of State Aid- November
- Audit or Financial Review - annually, submitted with SALSA
 - Audits are due every three years for libraries receiving under \$50,000 in state aid; other years a financial review is sufficient
 - Audits are due every year for those receiving over \$50,000 in state aid.
 - Audits must be conducted by a Certified Public Accountant and may be required by other funding agencies on differing timelines.
- Federated Systems
 - System Agreements - renewed at least every five years
 - System Formulas - reviewed by System board at least every 3-5 years