

SAA Dissolution Action Items

Last Updated 4/2010

If the required (4) elected positions are not secured by the general membership by the yearly general membership meeting held in May, the outgoing President and Treasurer have NO choice but to shut the SAA organization down. If that occurs, the following actions items must occur:

Action	Responsibility	Due Date
Cancel Insurance and get any refund	Treasurer	June 1
Publish on WEB site SAA dissolution affectivity date	WEB Chair	June 1
Pay all Outstanding bills and taxes due	Treasurer w/President oversee	July 1
Legal Notice in Skagit Valley Herald of SAA dissolution and effective date	President will write and contact Paper to place ad Treasurer will oversee and pay fee from SAA general budget	June 20 with effectively for July 1
Notify Domain provider of WEB Site Termination and cancel agreement	WEB Chair	July 1
Notify Skagit Valley Tulip Festival of SAA dissolution	President	July 1
File taxes with state of WA and create 1099's as needed for current year of dissolution	Treasurer	July 20
Notify state of SAA dissolution for cancelation of non-profit organization	Treasurer	July 20
Notify federal government of SAA dissolution for cancelation of non-profit organization and cancelation of D&B number	Treasurer	July 20
Notify state of SAA dissolution for cancelation of tax status id	Treasurer	July 20
Final Bank Reconcile	Treasurer	July 25
Close all bank accounts after all checks have cleared AND all debts paid. All remaining funds will be placed into a single cashier's check to SVCC in accordance with Article VII and VIII Section 4D of the bylaws which speak to the dissolution of SAA and fund disbursement	Treasurer and President	July 31
Record Retention – 7 years	Larry Brooks will keep all records for max of 7 years. He may begin destroying records older than 7 years. Members with records MUST provide to Larry by August 1 in record storage box	August 1
Coffee and Office Supplies – Donate to Avon Allen Church	Any member holding items on behalf of SAA return items to Avon Allen Church	August 1
Formal Letter to SVCC to inform them of SAA dissolution AND to give them a cashiers check of	President writes letter with President and Treasurer signing	August 15

<p>the balance of SAA funds after all debts have been satisfied</p>	<p>Treasurer secures Cashiers Check Treasurer mails letter and check to SVCC in certified mail</p>	
<p>Formal Letter to all members on record as of May 31 of year of dissolution to inform them of SAA dissolution</p>	<p>President writes letter and addresses envelopes President and Treasurer sign letters Treasurer mails letters via normal mail</p>	<p>August 15</p>