

Section 4: Calendar of Due Dates

| | A | B | C | D |
|----|-----------|--|----------------------------|-----------|
| 1 | When | What | Who | Reference |
| 2 | | | | |
| 3 | July | Update club bank signature cards | Treasurer | BL |
| 5 | | Final financial statement to CPA | Treasurer/ Club CPA | BL |
| 6 | | | | |
| 7 | August | California Tax Form due to Atty. General. CT-NRP-1 [Raffles] | Club CPA | BL |
| 8 | | Update club bank signature cards | Treasurer | BL |
| 9 | | | | |
| 10 | September | Board & membership approve revised budget | Finance Comm | |
| 11 | | Quarterly report on investments | Finance Comm | GL |
| 12 | | Submit year end financial statements to Board | HGL | GL |
| 13 | | Year –end Legacy Fund Report to Board, with amounts available to Service and Awards for the year | Finance Comm | |
| 14 | | Giving Committee presents proposed workplan to Board by October | Giving Comm. | GL |
| 15 | | Complete financial review by Sept. 30 | Finance Comm | GL |
| 16 | | | | |
| 17 | November | 15 -- Tax returns due | Club CPA | |
| 18 | | | | |
| 19 | January | Quarterly report on investments | Finance Comm | GL |
| 20 | | Elect/appoint Nominating Committee | Pres., Bd., Memb. | BL |
| 21 | | Renew SIA member liability Insurance | Finance Comm | BL |
| 22 | | Legacy Fund Report to Board | Finance Comm | GL |
| 23 | | Submit Form 1099 by January 31 | Finance Comm / Giving Comm | BL |
| 24 | | | | |
| 25 | February | Order Past-president's pin | Treasurer - Elect | BL |
| 26 | | | | |
| 27 | March | Present slate of officers to Membership | Nom. Comm. | BL |
| 28 | | Comm. chairs submit next yrs. budget to Admin C | Finance Comm. | GL. |
| 29 | | Coordinate venue for lunch meetings, cost of lunches, sign contract | President Elect | BL |
| 30 | | | | |
| 31 | April | Election of Officers at business meeting | President | BL |
| 32 | | Quarterly report on investments | Finance Comm. | GL |
| 33 | | Renew D&O and Volunteers liability policies | | |
| 34 | | | | |

Section 4: Calendar of Due Dates

| | A | B | C | D |
|----|-------------------|---|---------------|----|
| 35 | | Proposed general fund budget to Board | Finance Comm | GL |
| 36 | | Membership approves dues at Business Meeting | Membership | GL |
| 37 | May | Year End Committee Reports to President | Comm. Chairs | GL |
| 38 | | Distribute dues notices when dues approved by memb. | Finance Comm | BL |
| 39 | | | | |
| 40 | | Proposed Service and Awards budgets to committees and membership | Finance Comm. | GL |
| 41 | | Membership approve proposed Budget | Finance Comm. | BL |
| 42 | June | | | |
| 43 | | | | |
| 44 | | <i>HGA - Home Garden and Leisure Comm./ GL – Guidelines / BL - Bylaws</i> | | |
| 45 | | | | |
| 46 | | | | |
| 47 | <i>References</i> | | | |