

Section 3: Calendar of Due Dates

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

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36				
37	April	Election of Officers at business meeting	Membership	BL
38		Submit financial statement to Board	HGL	GL
39		Quarterly report on investments	Admin. Comm.	GL
40		Renew D&O and Volunteers liability policies		
41				
42	May	Proposed general fund budget to Board	Admin Comm.	GL
43		Membership approves dues at Business Meeting	Membership	GL
44		Year End Committee Reports to President	Comm. Chairs	GL
45		Distribute dues notices when dues approved by memb.	Treas-elect	BL
46				
47	June	Proposed Service and Awards budgets to committees and membership	Treasurer	GL
48		<i>Approve Proposed Budget</i>	Admin Comm.	BL
49		Submit Financial Statement to Board	HGL	GL
50				
51				
52	<i>References</i>	<i>HGA - Home Garden and Leisure Comm./ GL – Guidelines / BL - Bylaws</i>		