Important
DATES

- **GST/PST**—frequency varies by organization (quarterly, bi-annually, annually)
- The **Registraire des Entreprises** must be updated after any changes in board members or executive director. Each organization must also make an annual declaration with a paid fee (timing varies).

RDN
Regional Development Network
Réseau de Développement Régional

JANUARY
- Confirmation of spending is due for different projects (varies by org)
- Salary projections for next fiscal year
- Operating budget projections for next fiscal year
- NPI applications due
- Payroll remittances
- Bank reconciliation for previous month

FEBRUARY
- Confirmation of spending is due for different projects (varies by org)
- Reporting period for different projects (varies by org)
- Payroll remittances
- Bank reconciliation for previous month

MARCH
- Reporting period for different projects (varies by org)
- Fiscal year ends
- Audit preparation begins (auditors will provide a list of required documents)
- Payroll remittances
- Bank reconciliation for previous month

APRIL
- Reporting period for different projects (varies by org)
- AGM planning starts (varies by org)
- Staff evaluations (varies by org)
- Payroll remittances
- Bank reconciliation for previous month

MAY
- Reporting period for different projects (varies by org)
- AGM documentation prep
  - Annual report & Financial statements
- Summer student hiring starts
- Payroll remittances
- Bank reconciliation for previous month

JUNE
- AGMs are held (varies by org)
- Most summer students begin working
- Update *Registraire des Entreprises* after AGM
- Payroll remittances
- Bank reconciliation for previous month

JULY
- Vacation period for staff in most organizations
- PCH call for projects and program funding
- Payroll remittances
- Bank reconciliation for previous month

AUGUST
- Vacation period for staff in most organizations
- Payroll remittances
- Bank reconciliation for previous month

SEPTEMBER
- Reporting period for different projects (varies by org)
- Some AGMs are held (varies by org)
- Update Registraire des Entreprises after AGM
- Payroll remittances
- Bank reconciliation for previous month

OCTOBER
- Reporting period for different projects (varies by org)
- PCH program funding applications are due
- Payroll remittances
- Bank reconciliation for previous month

NOVEMBER
- PCH project funding applications are due
- Payroll remittances
- Bank reconciliation for previous month

DECEMBER
- Reminder that CHSSN NPI applications are due in January
- Payroll remittances
- Bank reconciliation for previous month