

# Executive Director Monthly Calendar

## April

- Audit work begun in March continues (see March for details)
- Reporting period for different projects/programs (will vary by organization)
- Annual General Meeting (AGM) planning (this takes place in the fall for some organizations)
- Employee evaluations for previous year (will vary by organization)
- Payroll remittances
- Bank reconciliation for previous month

## May

- Reporting period for different projects/programs (will vary by organization)
- Audit work begun in March continues (see March for details)
- AGM documentation preparation
  - Annual report
  - Financial statements (once audit is complete)
- Summer student hiring period
- Payroll remittances
- Bank reconciliation for previous month

## June

- Most AGMs are held during this month
- Most summer students begin their contracts this month
- 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

# Executive Director Monthly Calendar

## September

- Reporting period for different projects/programs (will vary by organization)
- Some organizations hold their AGMs during this month
- Payroll remittances
- Bank reconciliation for previous month

## October

- Reporting period for different projects/programs (will vary by organization)
- PCH program funding applications are due this month
- Payroll remittances
- Bank reconciliation for previous month

## November

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

## December

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

## January

- Confirmation of spending is due for some projects/programs (will vary by funder/organization)
- Salary projections for the upcoming year
- Operating budget projections for the upcoming year
- Applications for NPI are due this month
- Payroll remittances
- Bank reconciliation for previous month

## February

- Reporting period for different projects/programs (will vary by organization)

## **Executive Director Monthly Calendar**

- Confirmation of spending is due for some projects/programs (will vary by funder/organization)
- Payroll remittances
- Bank reconciliation for previous month

### **March**

- Reporting period for different projects/programs (will vary by organization)
- Audit preparation (will vary by organization)—copies of:
  - Signed contribution agreements
  - Memos related to spending
  - Invoices (payables and receivables)
  - Employee expense sheets & receipts
  - Consultant contracts
  - Monthly reconciliations
  - Payroll/timesheets
  - Remittances
  - Board resolutions related to signatories or expenditures
- Payroll remittances
- Bank reconciliation for previous month

**GST/PST payments – frequency is different for each group, may be quarterly, bi-annually, or annually.**

**Updating the *Registraire des Entreprise* after any changes in board members, Executive Director & annual declaration.**