

***Sample General Administrative Calendar***  
***– Fiscal Year-End: December 31***

Note: The timing for each of the following activities is relative to the timing of the beginning of the fiscal year.

Note: The bylaws should be reviewed for timing specific things. For example, timeframes for nominations for board positions; voting by proxy.

Working versions of the administrative calendar are available in Word ([www.charitycentral.ca/docs/admincal.doc](http://www.charitycentral.ca/docs/admincal.doc)) and in Adobe Acrobat ([www.charitycentral.ca/docs/admincal.pdf](http://www.charitycentral.ca/docs/admincal.pdf)).

Date	Task	Year	Completed	Person responsible
January: 1	(Fiscal year begins – This is the charity’s “Anniversary Month”)	2010		
		2011		
		2012		
		2013		
January: 31	Arrange for review or audit of the books	2010	<input checked="" type="checkbox"/>	Treasurer
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
	Establish deadline for Employees’ Annual Performance Appraisal	2010	<input checked="" type="checkbox"/>	Chair, if no Executive Director
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
February: last Friday of month	Essential: Deadline to issue T4 slips to employees and file T4 return  Tip: Must be signed by signing authorities	2010	<input checked="" type="checkbox"/>	Secretary, if there is no Executive Director
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
February: 28	Suggested: finish issuing receipts to donors for previous year (so that donors may claim deduction on their tax return)	2010	<input checked="" type="checkbox"/>	Treasurer
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
February: 28	Establish timeline for communicating with donors	2010	<input checked="" type="checkbox"/>	Executive Director or designated board member for fundraising
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
February: 28	Suggested: Review of government-funded project commitments (deliverables and finances)	2010	<input checked="" type="checkbox"/>	Chair or Executive Director
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
March: 31	Essential: Deadline to file annual return (provincial or federal)  Hint: Must be signed by signing authorities	2010	<input checked="" type="checkbox"/>	Secretary
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
March: 31	Suggested: Deadline to prepare for election, if applicable this year	2010	<input checked="" type="checkbox"/>	Chair
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	

Date	Task	Year	Completed	Person responsible
April: 9	Essential: Deadline to send notice of AGM (that is, 21 days prior)  Hint: Notify regarding any special resolutions	2010	<input checked="" type="checkbox"/>	Secretary
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
April: 30	Suggested: Ensure financial statements have been prepared and T3010 (annual charitable return) is being worked on  Tip: put time and effort into the "Ongoing	2010	<input checked="" type="checkbox"/>	Treasurer
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
April: 30	Essential: Deadline to hold AGM, that is, 90 days after fiscal year-end	2010	<input checked="" type="checkbox"/>	Chair
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
May:	Mid-month Suggested: Board orientation	2010	<input checked="" type="checkbox"/>	Chair
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
May:	Mid-month Suggested: first full board meeting  Hint: Confirm or establish signing authorities	2010	<input checked="" type="checkbox"/>	Chair
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
May: 31	Suggested: Have Board or professional advisors review a draft of the T3010	2010	<input checked="" type="checkbox"/>	Treasurer
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
June: 30	Essential: Deadline to file T3010  Hint: Must be signed by signing authorities	2010	<input checked="" type="checkbox"/>	Secretary
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
July:	Essential: Deadline to file T3010  Hint: Must be signed by signing authorities	2010	<input checked="" type="checkbox"/>	Secretary
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
August: 31	Suggested: Confirm that your organization's T3010 info is correct on the CRA website <a href="http://www.cra-arc.gc.ca/chrts-gvng/chrts/menu-eng.html">www.cra-arc.gc.ca/chrts-gvng/chrts/menu-eng.html</a>	2010	<input checked="" type="checkbox"/>	Secretary
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	

Date	Task	Year	Completed	Person responsible
September: 30	Suggested: Preparation of annual budget	2010	<input checked="" type="checkbox"/>	Typically Chair, Treasurer, & Secretary if there is no Executive Director
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
September: 30	Suggested: Annual strategic planning meeting	2010	<input checked="" type="checkbox"/>	All board
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
October: 30	Suggested: Review of bylaws	2010	<input checked="" type="checkbox"/>	All board
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
November: 30	Suggested: Review of all administrative agreements and policies, including <ul style="list-style-type: none"> <li>• Review of rental lease</li> <li>• Review of insurance</li> <li>• Review of contract commitments</li> <li>• Review of human resources policies and procedures</li> </ul>	2010	<input checked="" type="checkbox"/>	Chair and Executive Director
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
December: 31	Suggested: Executive Director's annual performance appraisal  (Fiscal year-end)	2010	<input checked="" type="checkbox"/>	Chair & committee
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
December: 31	Essential: Deadline to file GST  Hint: CRA assigns your reporting period when you register for a GST account. You can choose to file more frequently by changing your reporting period with CRA, using Form GST20, Election for GST/HST Reporting Period.  Hint: signing authorities	2010	<input checked="" type="checkbox"/>	Secretary,  if there is no Executive Director
		2011	<input type="checkbox"/>	
		2012	<input type="checkbox"/>	
		2013	<input type="checkbox"/>	
	2010			

Date updated: \_\_\_\_\_ Name: \_\_\_\_\_  
Day/ month/ year