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) and in Adobe Acrobat (www.charitycentral.ca/docs/admincal.pdf).



January: 1 (Fiscal year begins – This is the charity's 2011 2012 2013 3	Date	Task	Year	Completed	Person responsible
January: 31 Arrange for review or audit of the books 2010 2011 2012 2013 Chair, if no Executive Director 2012 2013 Chair, if no Executive Director 2012 2013 Chair if no Executive Director 2013 Chair if no Executive Director 2010 2013 Chair if no Executive Director 2010 2011 Chair if no Executive Director 2012 2013 Chair if no Executive Director 2010 2011 Chair if no Executive Director 2011 2012 2013 Chair if no Executive Director 2010 2011 2012 2013 Chair if no Executive Director 2010 2012 2013 Chair if no Executive Director 2010 2012 2013 Chair if no Executive Director 2010 2012 2013 2014 2015 Executive Director 2016 2017 2017 2018 Executive Director 2019 2019 Executive Director 2010 Chair or Executive Director 2011 2012 2013 2013 Arrange for review or government-funded project commitments (deliverables and finances) 2011 2012 2013 Arrange for review or government-funded project commitments (deliverables and finances) 2011 2012 2013 Arrange for review or government-funded project commitments (deliverables and finances) 2011 2012 2013 Arrange for review or government-funded project commitments (deliverables and finances) 2011 2012 2013 Arrange for review or government-funded project commitments (deliverables and finances) 2011 2012 2013 Arrange for sexecutive Director 2010 Arrange for sex			2010		
January: 31 Arrange for review or audit of the books 2010 2011 2012 2013 Establish deadline for Employees' Annual Performance Appraisal Essential: Deadline to issue T4 slips to employees and file T4 return Tip: Must be signed by signing authorities February: 28 Suggested: finish issuing receipts to donors for previous year (so that donors may claim deduction on their tax return) February: 28 February: 28 Establish timeline for communicating with donors February: 28 Suggested: Review of government-funded project commitments (deliverables and finances) February: 28 March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities 2010 2011 Chair, if no Executive Director 2010 7 Secretary, if there is no Executive Director 2011 2012 2013 Treasurer Fexecutive Director 2010 7 Executive Director 2011 2012 2013 Chair or Executive Director 2012 2013 Chair or Executive Director 2011 Chair or Executive Director 2012 2013 Chair or Executive Director 2011 Chair or Executive Director 2012 2013 Chair or Executive Director 2011 Chair or Executive Director 2012 2013 Chair or Executive Director 2011 Chair or Executive Director 2012 2013 Chair or Executive Director 2011 Chair or Executive Director 2012 2013 Chair or Executive Director 2011 2012 2013 Chair or Executive Director 2011 Chair or Executive Director 2012 2013 Chair or Executive Director 2011 Chair applicable this year		"Anniversary Month")	2011		
January: 31 Arrange for review or audit of the books 2010			2012		
Establish deadline for Employees' Annual Performance Appraisal Establish deadline for Employees' Annual Performance Appraisal Essential: Deadline to issue T4 slips to 2012			2013		
Establish deadline for Employees' Annual Performance Appraisal Establish deadline for Employees' Annual Performance Appraisal Establish deadline to issue T4 slips to 2012	January: 31	Arrange for review or audit of the books	2010	 ✓	Treasurer
Establish deadline for Employees' Annual Performance Appraisal Esperituary: last Friday of month Friday of month Performance Appraisal Essential: Deadline to issue T4 slips to employees and file T4 return 2011			2011		
Establish deadline for Employees' Annual Performance Appraisal 2010			2012		
Performance Appraisal 2011			2013		
February: 28 Suggested: finish issuing receipts to donors for previous year (so that donors may claim deduction on their tax return) February: 28 Suggested: Review of government-funded project commitments (deliverables and finances) February: 28 Suggested: Review of government funded project commitments (deliverables and finances) March: 31 Essential: Deadline to file annual return (provincial or federal) March: 31 Suggested: Deadline to prepare for election, if applicable this year		Establish deadline for Employees' Annual	2010	√	
February: 28 February: 29 February: 29 February: 29 February: 20 Febru		Performance Appraisal	2011		
February: last Friday of month			2012		
Friday of month employees and file T4 return 2011 2012 2013 2013 2013 2013 2013 2013 2013 2013 2013 2013 2014 2015 2			2013		
Tip: Must be signed by signing authorities 2012	February: last	Essential: Deadline to issue T4 slips to	2010	√	Secretary, if there is no
February: 28 Suggested: finish issuing receipts to donors for previous year (so that donors may claim deduction on their tax return) February: 28 Establish timeline for communicating with donors 2010 2011 2012 2013 February: 28 Establish timeline for communicating with donors 2010 2011 2012 2013 Executive Director or designated board member for fundraising February: 28 Suggested: Review of government-funded project commitments (deliverables and finances) February: 28 March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities Suggested: Deadline to prepare for election, if applicable this year Chair or Executive Director Chair or Executive Director 2010 2011 2012 2013 Chair or Executive Director Chair or Executive Director Chair or Executive Director Chair or Executive Director 2011 2012 2013 Chair or Executive Director	Friday of month	employees and file T4 return	2011		Executive Director
February: 28 Suggested: finish issuing receipts to donors for previous year (so that donors may claim deduction on their tax return) February: 28 Establish timeline for communicating with donors 2010 2012 2013 February: 28 Establish timeline for communicating with donors 2010 2011 2012 2013 February: 28 Suggested: Review of government-funded project commitments (deliverables and finances) February: 28 March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities March: 31 Suggested: Deadline to prepare for election, if applicable this year Chair Chair Chair Chair Chair Chair Chair		Tip: Must be signed by signing authorities	2012		
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deduction on their tax return) 2012	February: 28	for previous year (so that donors may claim	2010	√	Treasurer
February: 28 Establish timeline for communicating with donors 2010 2011 2011 2011 2012 2011 2012 2013 February: 28 Suggested: Review of government-funded project commitments (deliverables and finances) March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities March: 31 Suggested: Review of government-funded 2010 2011 2012 2012 2013 Secretary Secretary March: 31 Suggested: Deadline to prepare for election, if applicable this year 2010 Chair Chair Chair			2011		
February: 28 Establish timeline for communicating with donors 2011			2012		
February: 28 Suggested: Review of government-funded project commitments (deliverables and finances) March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities March: 31 Suggested: Deadline to prepare for election, if applicable this year Suggested: Deadline to prepare for election, if applicable this year Suggested: Deadline to prepare for election, if 2012			2013		
February: 28 Suggested: Review of government-funded project commitments (deliverables and finances) March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities March: 31 Suggested: Deadline to prepare for election, if applicable this year Suggested: Deadline to prepare for election, if applicable this year member for fundraising member for fundraising Chair or Executive Director 2011 2011 2011 2011 2011 Chair Chair	February: 28	Establish timeline for communicating with donors	2010	√	or designated board
February: 28 Suggested: Review of government-funded project commitments (deliverables and finances) March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities March: 31 Suggested: Deadline to prepare for election, if applicable this year Suggested: Deadline to prepare for election, if applicable this year	·		2011		
February: 28 Suggested: Review of government-funded project commitments (deliverables and finances) March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities March: 31 Suggested: Deadline to prepare for election, if applicable this year Chair or Executive Director 2011 2012 2013 Secretary Chair or Executive Director 2012 2013 Chair or Executive Director 2012 2013 Chair or Executive Director 2012 2011 2011 Chair or Executive Director 2012 2011 2011 Chair Or Executive Director 2012 2011 2011 Chair Or Executive Director			2012		
project commitments (deliverables and finances) 2011			2013		
project commitments (deliverables and finances) 2011	February: 28	Suggested: Review of government-funded	2010	<u> </u>	Chair or Executive
March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities March: 31 Suggested: Deadline to prepare for election, if applicable this year 2013 Secretary 2011 2012 Chair		project commitments (deliverables and finances)	2011		Director
March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities March: 31 Suggested: Deadline to prepare for election, if applicable this year Secretary 2011 2012 Chair 2012			2012		
March: 31 Essential: Deadline to file annual return (provincial or federal) Hint: Must be signed by signing authorities March: 31 Suggested: Deadline to prepare for election, if applicable this year Essential: Deadline to file annual return 2010 2011 2012 Chair 2012			2013		
(provincial or federal) Hint: Must be signed by signing authorities 2012 2013 March: 31 Suggested: Deadline to prepare for election, if applicable this year 2011 Chair 2012	March: 31	(provincial or federal)	2010	+	Secretary
Hint: Must be signed by signing authorities 2012 2013 March: 31 Suggested: Deadline to prepare for election, if applicable this year 2010 Chair 2011 2012	maroni o		2011		
March: 31 Suggested: Deadline to prepare for election, if applicable this year 2013 Chair 2011 Chair			2012		
March: 31 Suggested: Deadline to prepare for election, if applicable this year 2011					
applicable this year 2011 2012 2012	March: 31	1		_	Chair
2012					-
1 /1110 1 1 1 1			2013		



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



Date	Task	Year	Completed	Person responsible
September: 30	Suggested: Preparation of annual budget	2010	✓	Typically Chair,
		2011		Treasurer, & Secretary
		2012		if there is no Executive Director
		2013		
September: 30	Suggested: Annual strategic planning meeting	2010	√	All board
		2011		
		2012		
		2013		
October: 30	Suggested: Review of bylaws	2010	√	All board
		2011		
		2012		
		2013		
November: 30	Suggested: Review of all administrative agreements and policies, including Review of rental lease Review of insurance Review of contract commitments Review of human resources policies and procedures	2010	√	Chair and Executive Director
		2011		
		2012		
		2013		
December: 31	Suggested: Executive Director's annual performance appraisal (Fiscal year-end)	2010	✓	Chair & committee
20001112011		2011		
		2012		
		2013		
December: 31	Essential: Deadline to file GST	2010	<u> </u>	Secretary,
	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.	2011		if there is no Executive
		2012		
		2013		Director
	Hint: signing authorities 2010			

Date updated:		e:
Day/ mon	rh/ year	

