

General administrative calendar for:	
	[name of charity]
Fiscal year-end:	

Date	Task	Year	Done	Person responsible





Date	Task	Year	Done	Person responsible





Date	Task	Year	Done	Person responsible





Date	Task	Year	Done	Person responsible





Date	Task	Year	Done	Person responsible

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(POAD TO	Date Updated:	Day / Month / Year	by:	Name			-