

CSEA REPORTING AND ACTIVITY CALENDAR

October							November							December						
S	M	T	W	Th	Fr	S	S	M	T	W	Th	Fr	S	S	M	T	W	Th	Fr	S
Set up Income/Expense registers Appoint Audit Committee Annual Delegates Meeting or Educational ADM							Submit Budget to Local or CSEA Conduct 1st of two required member meetings							Private Sector DOL filing due Dec 29th Hold quarterly Eboard meeting Present Report to Exec Board						
January							February							March						
S	M	T	W	Th	Fr	S	S	M	T	W	Th	Fr	S	S	M	T	W	Th	Fr	S
Submit AFR/Audit Report and Sept 30th bank statement(s) Submit copy of IRS 990N/EZ filing Prepare 1099-NEC & 1096 Summary Begin new Taxable Payments Logs							File applicable form with IRS by Feb 15th							Final Rebates issued to compliant Locals and Units Hold quarterly Eboard meeting Present Report to Exec Board						
April							May							June						
S	M	T	W	Th	Fr	S	S	M	T	W	Th	Fr	S	S	M	T	W	Th	Fr	S
Establish policies and plan for Officer travel to conferences and workshops							Monthly checkbook reconciliation							Hold quarterly Eboard meeting Present Report to Exec Board						
July							August							September						
S	M	T	W	Th	Fr	S	S	M	T	W	Th	Fr	S	S	M	T	W	Th	Fr	S
Advances issued to compliant Locals and Units after July 15th New Honorarium year begins							Appoint Budget Committee Prepare next annual budget							Eboard approves annual budget Close out Income/Expense registers Hold quarterly Eboard meeting Present Report to Exec Board						

CSEA's Fiscal Year runs from Oct 1 to Sep 30.

The Calendar Year from Jan to Dec is used to total taxable income to individuals

The Honorarium Year begins on July 1 and ends on June 30.

Most organizations will hold TWO member meetings and at least FOUR Eboard meetings