**Annual ED Calendar**

**August/September** (the start of the fiscal year)

1. Request for Aug. grant reimbursement to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials, do second reconciliation of books
5. Fourth Quarter report to Texas CASA and OVAG
6. Finalize Case Impacts for the previous fiscal year
7. Set up budget reimbursement templates for new governmental grants
8. Set up HCCASA budget in QuickBooks
9. Calculate sick and vacation time and share w/ employees- put in QB
10. Write donated travel letters January through August
11. Final VOCA grant report
12. Final OVAG grant report
13. Letter/annual report to judges (all 5)
14. New employee timesheets, retirement calculations
15. Case File contact logs
16. Timesheet / staff timesheets
17. Calendar email to volunteers, staff
18. Write James Avery Grant
19. Write HEB Foundation grant: https:/heb.versaic.com/login.aspx
20. Stevens Foundation FY2017 due SEPTEMBER 30, 2017

**October**

1. Request for Sept. grant reimbursements to Texas CASA and OAG (using new templates - gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials, do second reconciliation of books
5. Audit Volunteer CE hours and email those who still need hours (Goldie), include self study items
6. Kronkosky final grant reports for previous FY (evaluation and financial) usually due – check contract
7. Form 941, 3rd Quarter report to IRS – complete and mail it
8. Perry & Ruby Stevens Foundation grant application (mark calendar to do an accountability report to them about 10 months after you are given $$$, will usually be October after December award)
9. Prepare 5500 questionnaire for Lincoln or get commitment from auditor to complete
10. Case File contact logs
11. Quarterly media outreach
12. Timesheet / staff timesheets
13. Calendar email to volunteers, staff
14. Order / prepare volunteer thanksgiving notes
15. Preparations for Mass Adoption Day in November
16. VOCA CJD Subgrant report (new FY)
17. VOCA CJD Q4 report (last FY)

**November** (generally have the audit and are working on 990 tax return by November)

1. Request for Oct. grant reimbursements to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials, do second reconciliation of books
5. **Distribute audit and 990 returns to everyone who funded you last year** Texas CASA wants two hard copies. Kronkosky will take email. Mail to everyone else.
6. When you have the audit and the 990 tax return go into Guide Star and update account by downloading those documents and whatever else they want. Kronkosky requires we stay current with Guide Star.
7. Final reports to Kerr, Kendall and Bandera counties mailed w/ copy of audit.
8. Christmas letter to attorneys RE: Christmas gift project
9. IRS 5500 retirement account return for last FY should be in the works
10. Thanksgiving letter to CASAs
11. Case File contact logs
12. Plan Spring Brown Bags
13. Timesheet / staff timesheets
14. Calendar email to volunteers, staff
15. Plan / Invite for Christmas Open House
16. Schedule winter closed comp days for staff

**December**

1. Request for Nov. grant reimbursements to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. First Quarter reports OVAG and Texas CASA
5. Purchase and distribute Christmas gifts for all kids on caseload
6. Coordinate Case Impacts for the first quarter (Goldie)
7. Update Training Hours for Staff and print for files
8. Update list of training offered in calendar year, and training logs for staff
9. Sterling Turner accountability report to Patricia (Pat) Stilley @ Foundation – due 9 months after award. Usually this will be December, make a note when the award arrives for 9 months out.
10. Generally Lincoln Financial will begin calls for 5500 return on retirement account (auditor / treasurer can help)
11. Case File contact logs
12. Timesheet / staff timesheets
13. Calendar email to volunteers, staff
14. Santikos Foundation application preparation

**January**

1. Request for Dec. grant reimbursements to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials (blanket approval to apply for grants), do second reconciliation of books
5. Request money from Kerr County Commissioners by letter to Treasurer’s office
6. TX CASA dues usually come in mail
7. Sterling Turner grant application in to Foundation
8. San Antonio Area Foundation grant application is goes live on the 1-2 of the month
9. National CASA annual survey is posted on-line
10. Form 941 4th Quarter report to IRS
11. 5500 retirement account return should be well in the works or submitted
12. Case File contact logs
13. Quarterly media outreach (Kwik Chek Golf Tournament)
14. Timesheet / staff timesheets
15. Calendar email to volunteers, staff
16. Write donated travel letters September through December to complete calendar year.
17. W2 / W3 for staff
18. VOCA CJD report Q1
19. MKTG Committee – print materials for bid, calendar, review February appeal
20. GVTC Application

**February**

1. Request for January grant reimbursements to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials, do second reconciliation of books
5. Generally National CASA annual survey is due
6. Mail annual program evaluations to judges, attorneys and volunteers
7. Reminder of save the date for Ad Litem Seminar (Amy)
8. **MOU w/ CPS** due signed by April 1st so get it to CPS Program Directors this month dated April 1
9. Case File contact logs
10. Timesheet / staff timesheets
11. Thank the MKTG committee
12. Calendar email to volunteers, staff

**March**

1. Request for Feb. grant reimbursements to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials (BOD approve ED as OVAG authorized official) , do second reconciliation of books
5. Second Quarter reports OVAG and Texas CASA
6. Coordinate Case Impacts for the second quarter (Goldie)
7. Dian Graves Owen Foundation (Jane Beard) accountability rpt. & grant application
8. Program Evaluation results to the Board
9. Case File contact logs
10. Timesheet / staff timesheets
11. Calendar email to volunteers, staff
12. BAPTIST HEALTH GRANT @ bhfsa.org if needed
13. Kerr County Commissioners Contract letter to Jodi
14. Kerr County United Way Application
15. MOUs out, dated May 1 – courts and victim service – email Shannon that we’re waiting on the statewide and will assess if we need to add anything else
16. Shore up the ED monthly lists and the BOD’s list

**April**

1. Request for March grant reimbursements to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials (begin RFP for auditor, evaluation results), do second reconciliation of books
5. **MOU w/ Judges** due signed by May 1st (all 5 courts) distribute dated May 1
6. OVA grant application (begin looking for it April and due May)
7. 941 1st Quarter report to IRS
8. VOCA CJD report Q2
9. Letter of Inquiry (LOI) to Kronkosky (ask Tom Maguire when to send it)
10. Victim Service Coordinator contracts out, dated July 1
11. Case File contact logs
12. Quarterly media outreach
13. Timesheet / staff timesheets
14. Calendar email to volunteers, staff
15. Encourage all staff to take a week vacation in summer
16. Dana – website project
17. Get Admin Planning days on the calendar – make 2018 lists, marketing/training and direct mail plans

**May**

1. Request for April grant reimbursements to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials, do second reconciliation of books
5. Kendall Co. United Way grant application
6. Kronkosky grant application
7. Letters to Bandera and Kendall counties asking Commissioners’ Courts for support
8. Schedule an auditor to start field work this summer
9. Case File contact logs
10. Timesheet / staff timesheets
11. Calendar email to volunteers, staff
12. Schedule summer closed comp days for staff
13. BAPTIST HEALTH FOUNDATION GRANT - <https://bhfsa.org/community-impact-grants/>

**June**

1. Request for May grant reimbursements to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials, do second reconciliation of books
5. Third Quarter reports to OVAG and Texas CASA
6. Goldie coordinate Case Impacts for the third quarter
7. Meet with the Commissioners’ Courts during budget process (if needed; email Commissioners Secretary in Kerr, Kendall, and Bandera)
8. VOCA and CVC grant applications (look for in June, due July)
9. Case File contact logs
10. Timesheet / staff timesheets
11. Calendar email to volunteers, staff

**July**

1. Request for June grant reimbursements to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials (draft budget, salary/benefits), do second reconciliation of books
5. CVC grant application due – be looking for VOCA
6. 941 2nd Quarter report to IRS
7. Case File contact logs
8. Kronkosky site visit
9. Quarterly media outreach
10. Plan fall Brown Bags (September, October, November, December)
11. Timesheet / staff timesheets
12. Calendar email to volunteers, staff
13. VOCA CJD Q3 report

**August**

1. Request for July grant reimbursements to Texas CASA and OAG (gather timesheets, volunteer time and travel)
2. Monthly bills / payroll / EFTPS / rent for next month
3. Print CC and check bank statements
4. Prepare and distribute BOD meeting materials, do second reconciliation of books
5. All the end of year stuff –
   1. Financial Audit
   2. Case Impacts done and logged for TX CASA
   3. Final Statistical Report completed and to BOD
   4. Final Financial Reports completed and to BOD
      1. Ensure all AR and AP are completed by 8/31
   5. Shred the 5th year’s saved financial records (keeping last 4 years only per MAD)
6. Case File contact logs
7. Timesheet / staff timesheets
8. Calendar email to volunteers, staff

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**Annual PD Calendar**

**August/September** (the start of the fiscal year)

* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Check for updates to volunteer files: contact information, car insurance, driver license
* Fourth Quarter report to Texas CASA
* Finalize Case Impacts for the previous fiscal year
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**October**

* Audit Volunteer CE hours and email those who still need hours (Goldie), include self study items
* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**November**

* Reminder email to those volunteers who still owe hours
* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**December**

* First Quarter reports to Texas CASA
* Coordinate Case Impacts for the first quarter (Goldie)
* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check for updates to volunteer files: contact information, car insurance, driver license
* Reminder email to those volunteers who still owe hours, due by mid-January
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**January**

* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Follow up with all volunteers who have not completed the previous calendar years’ training, must complete by end of January in order to continue
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**February**

* Collate program evaluation results as they come in, enter data into survey monkey
* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie
* Print Optima reports – not exception – to ensure placement, contact etc information is correct, monthly

**March**

* Second Quarter reports OVAG and Texas CASA
* Coordinate Case Impacts for the second quarter (Goldie)
* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**April**

* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**May**

* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**June**

* Third Quarter reports to OVAG and Texas CASA
* Goldie coordinate Case Impacts for the third quarter
* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**July**

* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**August**

* Case Impacts done and logged for TX CASA
* Calculate total # of volunteer hours for previous month, copy VOCA match hours for ED
* Calculate Statistics for previous month (cases/children opened/closed by county)
* Pull dockets for month and check off as court reports are distributed. Ensure all court reports are distributed no less than 3 full business days before court.
* Run the Stat Reports (volunteer, case, child) and give to staff 2 days before staff meeting to review/correct
* Check Goldie / HCCASA email, print necessary case file items for paper files, forward case emails to Judy and administrative to Stephanie

**LAST EDIT BY SCASH 6/3/16**

**Annual Board Calendar**

ALL MEETINGS:

* Review / Approve Minutes of Previous Meeting
* Review / Approve Financial Reports
* Review Statistical Report
* Review Grant Report
* Choose date for next month’s meeting

JANUARY –

* BOD Officer Elections
* Check Signer update (if necessary)
* Establish contacts with local media outlets

FEBRUARY –

* New Member Orientation\*
* Ad Litem Seminar/Raffle
* Blanket Resolution for ED to apply for, and ED/President/Treasurer to execute grant contracts as necessary to complete applications for next FY
* Talk about ED Performance Appraisal
* Strategic Plan Review Report

MARCH –

* 1st of March – send the performance evaluation, due March 31
* Ad Litem Seminar/Raffle
* Annual Review of Strategic Plan
* Send ED Performance Appraisal
* Quarterly Mktg/Training

APRIL –

* Results of annual HCCASA program survey
* Ad Litem Seminar update
* Present ED Performance Appraisal during Executive Session

MAY –

* ID Auditor for current FY
* Budget / Audit present recommendations for 2018 budget (ED salary)

JUNE –

* Board Training – Diversity and BOD Leadership
* Quarterly Mktg/Training

JULY –

* Next FY Budget Presentation

AUGUST –

* Approve next FY budget

SEPTEMBER –

* Final Stats for previous FY
* TX CASA Conference registration report
* Prospective BOD Member discussion
* Approve updated budget (as needed)
* Annual Review of Bylaws (other policies as needed)
* Quarterly Mktg/Training

OCTOBER –

* Audit presentation
* Prospective BOD Members invited to meeting
* Approve budget update as needed
* Volunteer Christmas Party

NOVEMBER –

* Review and approve sending in 990
* Elect New Board Members
* BOD Officer Nominations
* Volunteer Christmas Party

DECEMBER –

* BOD Officer Elections
* Quarterly Mktg/Training

\**Schedule before or after the BOD meeting*

**LAST EDIT BY SCASH 11/4/16**