

**CASA of Denton County, Inc.
Annual Administrative Calendar**

Annual calendar should include dates and deadlines for the following:

Annual

Holidays

Grant submissions

Special events & associated mailings and deadlines:

 Pulling for Kids

 Evening of Elegance

 Annual Recognition Dinner

 Adoption Day

 Adoption Fair

 Kinship Fair

 Triathlon

Direct Mail – twice annually

Texas CASA Conference

National CASA Conference

National CASA Annual Local Program Survey

Preparation of annual child/program statistics

Preparation of annual volunteer statistics

Letters to advocates for donated hours/miles

Finalize grant submission chart & start new one

Finalize presentation chart & start new one

2 year background checks (volunteers, board, staff) – do rechecks quarterly on SSN & driver's records

Quarterly

Quarterly judges thank you letters to advocates

Newsletter deadlines

Swearing In Ceremonies

Quarterly tax payments

Financial grant reports

Statistical grant reports

Training dates

Monthly

PC days

Continuing Education offerings

Board Meetings

Board packet mailing dates

Mileage reimbursement request deadlines

Time sheet submission deadlines

Payroll dates

Preparation of birthday and anniversary cards

Staff meetings

Email committee meeting reminders to board/staff

Staff performance evaluations

Financial grant reports

Statistical grant reports

Grants to list deadlines for:

VOCA
OVAG
Texas CASA-CVC Grant & CVC Growth Grant
Denton County
City of Carrollton
City of Denton
City of Frisco
City of Highland Village
City of Lewisville
Town of Flower Mound
Other Cities/Towns in Denton County
United Way of Metropolitan Dallas
United Way of Denton County
Denton Benefit League
CFC Application
SECC Application
Johnson Family Foundation
Other "special funders" for current year

Prepare Separate Schedules/Distribute as needed for:

Board Meetings
Event Calendar
Evaluation
Newsletter Deadlines
Direct Mail Deadlines
Audit Mailing

JANUARY 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

9	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
17	VOCA Grant Reimb. Request	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
30	City of Frisco Invoice & Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

Monthly Media Briefs	Brooke
Website Updates	Brooke
Social Media Postings	Brooke
Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
15	City of Lewisville Stats & Reimb. Request	Cheri
15	City of Denton Stats	Cheri
15	Board Meeting Minutes & Financials emailed to City of Denton, UW Denton, City of Lewisville, City of Highland Village	Sherri
15	Board Meeting Agenda to City of Denton & City of Highland Village	Sherri

Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	EEmail Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST JANUARY

Cindy Reid – 6 month evaluation	Sherri
LeAnn Birden Annual Evaluation	Cheri
Lindsey Barnes Annual Evaluation	Cheri
Julie Reiff – 6 month evaluation	Cheri
Ashleigh Hernandez – 6 month evaluation	Cheri
City of Denton Grant Due	Sherri
W-4/W-3/1099/1096 Forms Prepared	Cindy
Files Prepared for Auditor	Cindy
Compile Annual Child Served Stats	Sherri
Compile Annual Volunteer Stats	Sherri
Speedway Children's Charities Grant Webinar	Sherri
Compile list of graduating seniors for Jostens & St. Philip's Women's Club	Sherri
Renew CASA Manager Technical Support	Sherri & Cindy
Call technician for A/C Filter Change	Cindy

JANUARY 2017 CASA ADMINISTRATIVE CALENDAR, continued

JUST JANUARY (continued)

1	New Year Holiday	
3-4	Clean Up Days	
6	Adv. driver's license & auto insurance notices for the period January through March 2016	Debbie
15	City of Carrollton Quarterly Stat Report	Cheri
16	Martin Luther King Holiday	
20	VOCA 1 st Quarter Statistical Report	Cheri
20	Winter Daytime Training Begins	Debbie
27	EImpact Outcomes Reporting for UWMD	Cheri
30	City of Frisco Quarterly Demographic Reporting	Cheri
31	Quarterly Financial Statements to Northstar Bank	Sherri
31	Submit National CASA Annual Report	Sherri
31	Denton County & Flower Mound Quarterly Report	Sherri
31	Letters to Advocates for donated time/miles	Sherri
31	Finalize previous year grant submission chart	Sherri
31	Prepare new year grant submission chart	Sherri
31	Finalize previous year presentation chart	Sherri
31	Prepare new year presentation submission chart	Sherri
31	Email reminder to staff to put presentations on "p" drive	Sherri
31	Quarterly TWC Report	Cindy
31	Quarterly Tax Reporting (941 report)	Cindy
31	Print out continuing education hours and place in advocate files	Cindy
31	Process 2 year SSN checks & driver records checks for the period January through March 2016	Cindy
31	Check donorperfect active advocate list against CASA Manager active advocate list	Sherri & Cheri

FEBRUARY 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

7	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
15	VOCA Grant Reimb. Request	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
15	City of Lewisville Stats & Reimb. Request	Cheri
15	City of Denton Stats	Cheri
15	Board Meeting Minutes & Financials emailed to City of Denton, UW Denton, City of Lewisville, City of Highland Village	Sherri
15	Board Meeting Agenda to City of Denton & City of Highland Village	Sherri

Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	EEmail Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST FEBRUARY

	Sherri Gideon Evaluation	Board
	Mary Cartright Evaluation	Cheri
	City of Frisco Grant Due	Sherri
	Frisco Rough Riders Grant Due	Sherri
	Consider shirt orders from businesses for Child Abuse Awareness Month	Leadership Team
	Complete Form DWC005 form for Texas Department Of Insurance – Division of Workers Comp	Sherri
20	President's Day Holiday	
24	Draft of Direct Mail Piece to Printer	Brooke
28	Swearing In Ceremony	Debbie
29	Run list from CASA Manager of how many cases have advocates assigned for TX CASA report	Cheri
29	Email reminder to staff to put presentations on "p" drive	Sherri

MARCH 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

7	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
15	VOCA Grant Reimb. Request	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
15	City of Lewisville Stats & Reimb. Request	Cheri
15	City of Denton Stats	Cheri
15	Board Meeting Minutes & Financials emailed to City of Denton, UW Denton, City of Lewisville, City of Highland Village	Sherri
15	Board Meeting Agenda to City of Denton & City of Highland Village	Sherri

Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	EEmail Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST MARCH

	Celeste Salsman Evaluation	Cindy
	Denton County Grant Due	Sherri
	CFC Application Due	Sherri
	SECC Application Due	Sherri
	City of Lewisville Grant Due	Sherri
	Check UW Denton funds for grant year end	Cindy
	Begin wine solicitations for EOE	Sherri, Brooke
	Check with Matt, for antivirus update for server	Sherri
	Place t-shirt order early in month for CAAM	Leadership Team
	Update Working Agreement with Judges	Cheri & Sherri
1	Wal-Mart Grant Application for PFK Event	Sherri & Chad
1	Download SCC Partners Grant	Sherri
3	Newsletter Draft to Printer	Brooke
7	December – February Stats to Texas CASA/CVC	Cheri
30	OVAG Quarterly Stat Report (Dec-Feb)	Cheri

MARCH 2017 CASA ADMINISTRATIVE CALENDAR, continued

JUST MARCH (continued)

31	Direct Mail Piece Mailed	Brooke
31	Report to Gil & Dody Weaver Foundation	Sherri
31	Report to Capital for Kids Foundation	Sherri
31	Call to schedule maintenance on Printer & Copier	Cindy
31	Adv. driver's license & auto insurance notices for the period April through June 2016	Debbie
31	Process 2 year SSN checks & driver records checks for the period April through June 2016	Cindy
31	Email reminder to staff to put presentations on "p" drive	Sherri

APRIL 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

7	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
17	VOCA Grant Reimb. Request	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
30	City of Frisco Invoice & Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
15	City of Lewisville Stats & Reimb. Request	Cheri
15	City of Denton Stats	Cheri
15	Board Meeting Minutes & Financials emailed to City of Denton, UW Denton, City of Lewisville, City of Highland Village	Sherri
15	Board Meeting Agenda to City of Denton & City of Highland Village	Sherri

Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	Email Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST APRIL

	Begin permit process for triathlon & fee waiver request	Sherri & Brooke
	Child Abuse Awareness Month Activities	Brooke, Debbie
	Letters to Cities/Towns for Funding for Next Year	Sherri
	Denton County and Flower Mound Quarterly Report	Sherri
	Quarterly TWC Report	Cindy
	Quarterly Tax Reporting (941 report)	Cindy
	Quarterly Closed Case Letters to Judges	Cheri
	Update Volunteer Match Information	Debbie
4	Annual Recognition Dinner	Cindy & Sherri
7	Spring Training Begins	Debbie
7	Newsletter Mailed	Brooke
14	Good Friday Holiday	
15	City of Carrollton Quarterly Stat Report	Cheri
20	VOCA 2 nd Quarter Statistical Report	Cheri
28-30	Arts & Jazz Festival Parking Event	Brooke

APRIL 2017 CASA ADMINISTRATIVE CALENDAR, continued

JUST APRIL (continued)

30	City of Frisco Quarterly Demographic Reporting	Cheri
30	Quarterly Financial Statements to Northstar Bank	Sherri
30	Email reminder to staff to put presentations on "p" drive	Sherri
30	Check donorperfect active advocate list against CASA Manager active advocate list	Sherri & Cheri

MAY 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

5	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	VOCA Grant Reimb. Request	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
15	City of Lewisville Stats & Reimb. Request	Cheri
15	City of Denton Stats	Cheri
15	Board Meeting Minutes & Financials emailed to City of Denton, UW Denton, City of Lewisville, City of Highland Village	Sherri
15	Board Meeting Agenda to City of Denton & City of Highland Village	Sherri

Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	EEmail Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST MAY

	Town of Flower Mound Grant Due	Sherri
	OVAG Grant Due	Sherri
	Schedule "Happy Hour" in June or July for Advocates, board, advisory board, admin vols	Leadership Team
9	Swearing In Ceremony	Debbie
12	Pulling for Kids Event	Brooke
29	Memorial Day Holiday	
30	Speedway Children's Charities Grant Due	Sherri
31	Run list from CASA Manager of how many cases have advocates assigned for TX CASA report	Cheri
31	Deadline to apply for Gil & Dody Weaver Fdtn Grant	Sherri or Brooke
31	Email reminder to staff to put presentations on "p" drive	Sherri

JUNE 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

7	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	VOCA Grant Reimb. Request	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
15	City of Lewisville Stats & Reimb. Request	Cheri
15	City of Denton Stats	Cheri
15	Board Meeting Minutes & Financials emailed to City of Denton, UW Denton, City of Lewisville, City of Highland Village	Sherri
15	Board Meeting Agenda to City of Denton & City of Highland Village	Sherri

Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	EEmail Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST JUNE

	Ashleigh Hernandez Annual Evaluation	Cheri
	City of Carrollton Grant Due	Sherri
	City of Highland Village Grant Due	Sherri
	Check UWMD funds for grant year end	Cindy
	Seek groups to do school supply drives	Sherri & Cheri
1	Capital for Kids Grant due	Sherri/Brooke
7	March – May Stats to Texas CASA/CVC	Cheri
11	Tri-It for CASA Triathlon Event	Brooke
30	OVAG Quarterly Stat Report (March-May)	Cheri
30	Report to Gaston Episcopal Hospital Foundation	Sherri
30	File Form 802, Periodic Report of NonProfit Corporation to update board roster with State of Texas	Cindy
30	Call to schedule maintenance on Printer & Copier	Cindy
30	Adv. driver's license & auto insurance notices for the period July through September 2015	Debbie

JUNE 2017 CASA ADMINISTRATIVE CALENDAR, continued

JUST JUNE (continued)

- | | | |
|----|---|--------|
| 30 | Process 2 year SSN checks & driver records checks
for the period July through September 2015 | Cindy |
| 30 | Email reminder to staff to put presentations on "p" drive | Sherri |
| 30 | Deadline to complete Maximus Foundation grant report | Sherri |

JULY 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

10	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
17	VOCA Grant Reimb. Request	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
30	City of Frisco Invoice & Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
15	City of Lewisville Stats & Reimb. Request	Cheri
15	City of Denton Stats	Cheri
15	Board Meeting Minutes & Financials emailed to City of Denton, UW Denton, City of Lewisville, City of Highland Village	Sherri
15	Board Meeting Agenda to City of Denton & City of Highland Village	Sherri

Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	Email Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST JULY

	Cheri Fry Evaluation	Cheri
	Julie Reiff Annual Evaluation	Cheri
	Cindy Reid Annual Evaluation	Sherri
	EClmpact Outcome Reporting for UWMD	Cheri
	Send out Audit and Annual Report	
	Quarterly TWC Report	Cindy
	Quarterly Tax Reporting (941 report)	Cindy
	Quarterly Closed Case Letters to Judges	Cheri
	Update Volunteer Match Information	Debbie
	Pay National CASA Dues	Cindy
	Denton County & Flower Mound Quarterly Report	Sherri
	Call for A/C Filter Change	Cindy
3-4	Independence Day Holiday	
7	Newsletter Draft to Printer	Brooke
7	Summer Training Begins	Debbie

JULY 2017 CASA ADMINISTRATIVE CALENDAR, continued

JUST JULY (continued)

15	City of Carrollton Quarterly Stat Report	Cheri
15	Denton Benefit League Grant Report	Sherri
15	Henry Foundation Grant Report	Sherri
20	VOCA 3 rd Quarter Statistical Report	Cheri
31	Check donorperfect active advocate list against CASA Manager active advocate list	Sherri & Cheri
31	City of Frisco Quarterly Demographic Reporting	Cheri
31	Quarterly Financial Statements to Northstar Bank	Sherri
31	Email reminder to staff to put presentations on "p" drive	Sherri
31	Application Deadline for Maximus Foundation Grant	Sherri
31	Report deadline for Henry Foundation Grant	Sherri

AUGUST 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

7	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
15	VOCA Grant Reimb. Request	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
15	City of Lewisville Stats & Reimb. Request	Cheri
15	City of Denton Stats	Cheri
15	Board Meeting Minutes & Financials emailed to City of Denton, UW Denton, City of Lewisville, City of Highland Village	Sherri
15	Board Meeting Agenda to City of Denton & City of Highland Village	Sherri

Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	EEmail Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST AUGUST

	Debbie Jensen Evaluation	Cheri
	Brooke Moore 6 month Evaluation	Sherri
	VOCA Grant Due	Sherri
	Texas CASA CVC Grant Due	Sherri
	Check Texas CASA Grant for year end	Cindy
	Check OVAG Grant for year end	Cindy
	Send board evaluation to 5 new 2016 bd members	Sherri
4	Newsletter Mailed	Brooke
15	City of Denton Yearly Beneficiary Report due	Cheri
15	Swearing In Ceremony	Debbie
31	Email reminder to staff to put presentations on "p" drive	Sherri
31	Run list from CASA Manager of how many cases have advocates assigned for TX CASA report	Cheri

SEPTEMBER 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

8	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	VOCA Grant Reimb. Request	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
15	City of Lewisville Stats & Reimb. Request	Cheri
15	City of Denton Stats	Cheri
15	Board Meeting Minutes & Financials emailed to City of Denton, UW Denton, City of Lewisville, City of Highland Village	Sherri
15	Board Meeting Agenda to City of Denton & City of Highland Village	Sherri

Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	EEmail Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST SEPTEMBER

	Theresa White Evaluation	Cheri
	Denton Benefit League Grant Application Due	Sherri
	Update CPS Working Agreement	Cheri & Sherri
	CASA Staff Retreat	
	Check Denton County Grant for Year End	Cindy
	Check City Grants for Year End:	Cindy
	Denton	
	Lewisville	
	Flower Mound	
	Carrollton	
	Frisco	
	Check VOCA Grant for year End	Cindy
4	Labor Day Holiday	
7	June – August Stats to Texas CASA/CVC	Cheri
29	Draft of Direct Mail Piece to Printer	Brooke

SEPT. 2017 CASA ADMINISTRATIVE CALENDAR, continued

JUST SEPTEMBER (continued)

30	OVAG Quarterly Stat Report (June-Aug)	Cheri
30	United Way Denton County mid-year report	Sherri
30	Call to schedule maintenance on Printer & Copier	Cindy
30	Adv. driver's license & auto insurance notices for the period October through December 2015	Debbie
30	Process 2 year SSN checks & driver records checks for the period October through December 2015	Cindy
30	Email reminder to staff to put presentations on "p" drive	Sherri

OCTOBER 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

5	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
10	City of Frisco Invoice & Reimb. Request	Cindy
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	VOCA Grant Reimb. Request	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
15	City of Lewisville Stats & Reimb. Request	Cheri
15	City of Denton Stats	Cheri
15	Board Meeting Minutes & Financials emailed to City of Denton, UW Denton, City of Lewisville, City of Highland Village	Sherri
15	Board Meeting Agenda to City of Denton & City of Highland Village	Sherri

Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	Email Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST OCTOBER

	Pattie Huestis Evaluation	Cheri
	Quarterly TWC Report	Cindy
	Quarterly Tax Reporting (941 report)	Cindy
	Quarterly Closed Case Letters to Judges	Cheri
	Update Volunteer Match Information	Debbie
	Get Christmas wish/needs lists from staff	Cheri
	Solicit groups & individuals to adopt for Christmas	Cheri & Sherri
	1 st draft of 2017 budget to Finance Committee	Sherri
	Health Benefits Open Enrollment (?)	Cindy
	Denton United Way Program Info & Budget Req Due	Sherri
10	City of Frisco Quarterly Demographic Reporting	Cheri
14	Kinship Fair Event (date tentative)	Cheri
15	City of Carrollton Quarterly Report	Cheri
19-21	Texas CASA Conference, Galveston	
20	VOCA 4 TH Quarter Statistical Report	Cheri

OCTOBER 2017 CASA ADMINISTRATIVE CALENDAR, continued

JUST OCTOBER (continued)

27	Fall Training Begins	Debbie
27	Direct Mail Piece Mailed	Brooke
29	Evening of Elegance Event (date tentative)	Brooke
31	Denton County & Flower Mound Quarterly Report	Sherri
31	Quarterly Financial Statements to Northstar Bank	Sherri
31	Email reminder to staff to put presentations on "p" drive	Sherri
31	Check donorperfect active advocate list against CASA Manager active advocate list	Sherri & Cheri

NOVEMBER 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

5	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	VOCA Grant Reimb. Request	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

Statistics/Reporting:

10	Compile Betty's volunteer stats	Cheri
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15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	EEmail Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST NOVEMBER

	Pay Texas CASA Dues	Cindy
	Health Benefits Open Enrollment	Sherri & Cindy
	United Way Metropolitan Dallas PN Grant Due	Sherri
	Johnson Family Foundation Grant Due	Sherri
3	Newsletter Draft to Printer	Brooke
3	Denton County Adoption Day (tentative)	Cheri
11	Denton Rotary Adoption Fair (tentative)	Cheri
22-24	Thanksgiving Holiday	
30	Email reminder to staff to put presentations on "p" drive	Sherri
30	Run list from CASA Manager of how many cases have advocates assigned for TX CASA report	Cheri

DECEMBER 2017 CASA ADMINISTRATIVE CALENDAR

EVERY MONTH

Financial:

5	Texas CASA CVC Grant Reimb. Request	Cindy
2 nd Monday	Run Financial Statements	Cindy
2 nd Tuesday	Deadlines for Time Sheets & Mileage Reimb.	Sherri
15	City of Denton Grant Reimb. Request	Cindy
15	City of Denton – Proof of quarterly payroll tax	Cindy
15	VOCA Grant Reimb. Request	Cindy
15	Hourly paid employee payroll & payroll taxes	Cindy
20	Denton County Grant Reimb. Request	Cindy
20	OVAG Grant Reimb. Request	Cindy
	Grants Receivables Journal Entry	Cindy
	Reconcile Quickbooks Deposits to DonorPerfect	Cindy & Brooke
Last Day	Monthly Pledge Reminders	Sherri
Last Day	Monthly Payroll & Payroll Taxes	Cindy

Fund Raising & Public Relations:

1 st Day	Monthly Media Briefs	Brooke
	Website Updates	Brooke
	Social Media Postings	Brooke
	Enewsletter	Brooke

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Program:

15	Birthday and Anniversary Cards	Celeste
3 rd Tues-Thurs	PC Days	Cheri
Last Day	CASA Clippings	Debbie
Last Day	Monthly Court Calendar	Celeste
Last Day	Monthly Continuing Education	Debbie

Board:

3 rd Tuesday	EEmail Board Packets	Sherri
Last Day	Email Board Committee Meeting Reminders	Sherri

JUST DECEMBER

	Develop 2018 Administrative Calendar	Sherri
	Work out "trade agreement" w/ DRC for next year	Brooke
	For three events (PFK, Tri-It & EOE) (2 full ads free/1 paid ad)	
	VOCA Subgrant Award Report Due	Sherri
1	Newsletter Mailed	Brooke
5	September – November Stats to Texas CASA/CVC	Cheri
12	Swearing In Ceremony	Debbie
22-26	Christmas Holiday	
30	OVAG Quarterly Stat Report (Sept-Nov)	Cheri
31	Email reminder to staff to put presentations on "p" drive	Sherri
31	Call to schedule maintenance on Printer & Copier	Cindy
31	Adv. driver's license & auto insurance notices for the period January through March 2016	Debbie
31	Process 2 year SSN checks & driver records checks for the period January through March 2016	Cindy

For 2018: