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

***Annaul 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 |
| 2nd Monday | Run Financial Statements | Cindy |
| 2nd 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 3rd Tues-Thurs PC Days Cheri

Last Day CASA Clippings Debbie

Last Day Monthly Court Calendar Celeste

Last Day Monthly Continuing Education Debbie

## Board:

3rd Tuesday EMail 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 1st Quarter Statistical Report | Cheri |
| 20 | Winter Daytime Training Begins | Debbie |
| 27 | ECImpact 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 |

## Fund Raising & Public Relations:

1st Day Monthly Media Briefs Brooke Website Updates Brooke

Social Media Postings Brooke

Enewsletter Brooke

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Last Day Monthly Court Calendar Celeste

Last Day Monthly Continuing Education Debbie

## Board:

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## 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 |

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## 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

## 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 |

**EVERY MONTH**

**Financial:**

|  |  |  |
| --- | --- | --- |
| 7 | Texas CASA CVC Grant Reimb. Request | Cindy |
| 2nd Monday | Run Financial Statements | Cindy |
| 2nd 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 |
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Last Day Monthly Continuing Education Debbie

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## 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

1. Good Friday Holiday
2. City of Carrollton Quarterly Stat Report Cheri

20 VOCA 2nd Quarter Statistical Report Cheri

28-30 Arts & Jazz Festival Parking Event Brooke

## 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

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Last Day Monthly Court Calendar Celeste

Last Day Monthly Continuing Education Debbie

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## 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

1. Memorial Day Holiday
2. Speedway Children’s Charities Grant Due Sherri
3. 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

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## 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

## 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

## EVERY MONTH

**Financial:**

|  |  |  |
| --- | --- | --- |
| 10 | Texas CASA CVC Grant Reimb. Request | Cindy |
| 2nd Monday | Run Financial Statements | Cindy |
| 2nd 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 |
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## JUST JULY

Cheri Fry Evaluation Cheri

Julie Reiff Annual Evaluation Cheri

Cindy Reid Annual Evaluation Sherri

ECImpact 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

## 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 3rd 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 |

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

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Last Day CASA Clippings Debbie

Last Day Monthly Court Calendar Celeste

Last Day Monthly Continuing Education Debbie

## Board:

3rd Tuesday EMail 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 |

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

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## Board:

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## 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 |

## 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 |

**EVERY MONTH**

**Financial:**

|  |  |  |
| --- | --- | --- |
| 5 | Texas CASA CVC Grant Reimb. Request | Cindy |
| 2nd Monday | Run Financial Statements | Cindy |
| 2nd 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 |
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Last Day Monthly Continuing Education Debbie

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## 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 |
| 1st 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 Carrolton Quarterly Report | Cheri |
| 19-21 | Texas CASA Conference, Galveston |  |
| 20 | VOCA 4TH Quarter Statistical Report | Cheri |

**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 |

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## Board:

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## 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 |

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## 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: