

## LSC ANNUAL FINANCE COMPLIANCE CALENDAR

ANNUAL SCHEDULE – TASKS	START DATE	DUE DATE
<b>FINANCE TASKS</b>		
<input type="checkbox"/> Insurance Review & Renewal Risk Management Services, Inc. PO Box 32712 Phoenix, AZ 85064-2712 (800)-777-4930 Contact: Debbie Williams	1 year from date of previous renewal	
<input type="checkbox"/> Budget Planning & Development	January	April
<input type="checkbox"/> Budget Presentation & approval	BOD review and approval at least 30 days prior to HOD meeting	HOD meeting
<input type="checkbox"/> Present P&L and Balance Sheet Actuals	Quarterly	
<input type="checkbox"/> Facility Rental Payments	Monthly	
<input type="checkbox"/> Equipment Inventory	Equipment manager to update as changes are made & submit to Finance Chair	
<input type="checkbox"/> Perform Audit/Accounting Review of prior season	NLT 60 days following season close	
<input type="checkbox"/> Develop and submit 990 to IRS	Concurrent with Accounting Review/Audit schedule.	Must be filed by the 15th day of the 5th month after LSC's year-end close.
<input type="checkbox"/> Submit Accounting Review/Audit/990 to USAS' Joan Bugar - (jbugar@usaswimming.org)		NLT 30 days following 990 submission to IRS.
<input type="checkbox"/> County/State Tangible Property Tax Return Filing	March	April
<input type="checkbox"/> County/State Business, Professional and Occupational (BPOL) Annual License Renewal submission	NLT 2-March	
<input type="checkbox"/> Maryland Annual Report Filing	March	April
<b>RECOMMENDED BOARD TASKS</b>		
<input type="checkbox"/> Mission Statement Review	Annually	
<input type="checkbox"/> Board Meetings	Schedule established at previous season's last BOD meeting. BOD meetings are typically 10-11 months in a season	
<input type="checkbox"/> Board Nominations	During HOD meeting - per term expiries	
<input type="checkbox"/> Evaluate Board, Committees & Programs	Annually	
<input type="checkbox"/> Communications Plan	Annually	
<input type="checkbox"/> Governance Plan	Annually	
<input type="checkbox"/> Bylaws Review, updates, & approval	Annually / approved by HOD	
<input type="checkbox"/> P&P Review, updates, & approval	Ongoing / approved by BOD	