

AACTMAD Deadlines

		----- Responsibility -----			
Month	Deadline	Action	Board	Officer	Committee
Jan	5	Submission of Income & Expense reports			All
	20	Operating Statements covering the 1st four months of the current season	Board	Treas	
	31	1099s to anyone paid in excess of \$600 during previous year		Treas	
Feb	1	Election slate and sample ballot for membership mailing	Board		NOM
	5	Submission of Income & Expense reports			All
	10	Content for Membership Mailing (Membership directory, calendars, ballots, & news)			MEM, CAL, NOM
	28 or 29	W3 - 1099 summary form to IRS		Treas	
Mar	1	Prior year Financial Statements (preliminary - unaudited) - distributed to board	Board	Treas	
	5	Submission of Income & Expense reports			All
Apr	Ann Mtg	Annual Report & Resource Request packets to all committees & new organizers		Pres & Treas	
		Annual Election results			NOM
	5	Submission of Income & Expense reports			All
	10	Content for Membership Mailing (calendars & news)			CAL
	15	Orientation for new directors	Board		NOM
	30	Prior year IRS form 990 & FS - distributed to board	Board	Treas	
May	Brd Mtg	Review of (a) IRS form 990 to be filed on May 15; (b) prior year Financials (audited)	Board	Treas	
		Amount (optional Discretionary) allocated for upcoming season from General Fund	Board	Treas	
		Budget Meeting scheduled for between Jun 20 and Aug 1 - see "Bud mtg" below	Board	Pres	
	5	Submission of Income & Expense reports			All
	15	form 990 filed with IRS		Treas	
	20	Operating Statements covering the 1st eight months of the current season	Board	Treas	
	31	Annual Report & Resource Request forms returned to Treasurer		Treas	All
	31	MI Solicitation renewal due (if donations > \$8,000 per year)		Treas	
Jun	5	Submission of Income & Expense reports			All
	10	Content for Membership Mailing (calendars & news)			CAL
	10	Budget Packets (rating forms & copies of ARRRs) distributed to Board members		Treas	
Jul	5	Submission of Income & Expense reports			All
	5 days prior to Bud mtg	Rating forms returned to Treasurer (5 days prior to Budget meeting)	Board	Treas	
	Bud mtg	Budget meeting to discuss "overall averages" and make approvals for new season	Board		
Aug	1	Written feedback provided to all ARRR submitters		Pres	
	5	Submission of Income & Expense reports			All
	10	Content for Membership Mailing (renewal notice, calendars, budget report, & news)		Treas	MEM & CAL
Sep	5	Submission of Income & Expense reports			All
	20	Operating Statements covering the entire previous season	Board	Treas	
Oct	1	MI Corporate information report (registered office)		Pres	
	5	Submission of Income & Expense reports			All
	10	Content for Membership Mailing (renewal reminders, calendars, news)			MEM & CAL
Nov	5	Submission of Income & Expense reports			All
Dec	5	Selection of Annual Meeting date and time	Board		NOM
	5	Submission of Income & Expense reports			All
	10	Content for Membership Mailing (renewal reminders, calendars, news)			MEM & CAL
	31	MI "dba" renewals due every 5 years (2007, ...)		Pres	