



CCSF

Corporate Responsibilities

Responsibilities and Obligations

Running a Nonprofit Corporation

In general terms and subject to change, nonprofit corporations must observe most of the same formalities as regular corporations. These include keeping good corporate records, holding and preparing minutes of directors' meetings and maintaining a separate bank account.

Most nonprofit corporations are run by a Board of Directors. The directors set policy for the nonprofit and are usually actively involved in the work of the corporation. Officers (who may also serve on the board) carry out the day-to-day business of the corporation and sometimes receive salaries. Depending on its structure, a nonprofit may or may not have formal members with voting rights. If the nonprofit does not create a formal membership structure, the only people who participate in the management of the nonprofit are the directors and officers.

CCSF has By-Laws that provide for Voting Members to be added at a rate not to exceed 5 new members per year with a maximum number of 27 voting members which includes the Board of Directors. It is recommended that only an even number of additions be made at any one time to preserve an odd total of voting members to avoid tie votes.

Unlike regular corporations, a nonprofit corporation cannot distribute any profits to its members, contribute money to political campaigns or engage in lobbying activity, except in very limited circumstances.

Forming a nonprofit corporation normally protects the directors, officers and members of the nonprofit from personal liability for the corporation's debts and other obligations. Called "limited liability," this shield ensures that anyone who obtains a judgment against the nonprofit can reach only the assets of the corporation, not the bank accounts, houses or other property owned by the individuals who manage, work for or participate in the business.

Ending a Nonprofit Corporation

Nonprofits are not actually owned by anyone and therefore cannot be sold. If the directors of a nonprofit corporation decide to dissolve it, they must pay off all debts and obligations of the nonprofit and distribute all of its assets to another tax-exempt nonprofit corporation.

Non Profit Corporation

Benefits and Cautions

Benefits:

A Non-Profit may qualify for public and private grant money and obtain exemptions from federal and state income taxes. The most common federal tax exemption for nonprofits comes from Section 501(c)(3) of the Internal Revenue Code, which is why nonprofits are sometimes called 501(c)(3) corporations. Catalina Channel Swimming Federation is a 501(c)(3)

When the Non-Profit derives income from activities related to its nonprofit purpose, the people and organizations that donate to the nonprofit *may* be able to take a tax deduction for their contributions.

Please note the phrase in the CCSF tax deduction letter for contributions state:

“For your benefit and as required by law, we state that CCSF did not provide any goods or services in consideration, in whole or in part, for this contribution.”

Cautions:

Exceptions to the Limited Liability Rule

In a few situations, people involved with a nonprofit corporation can be held personally liable for its debts. A director or officer of a nonprofit corporation can be held personally liable if she:

- personally and directly injures someone
- personally guarantees a bank loan or a business debt on which the corporation defaults
- fails to deposit taxes or file any necessary tax returns
- does something intentionally fraudulent, illegal or clearly wrong-headed that causes harm, or
- co-mingles nonprofit and personal funds.

To cover some of these exceptions, reasonably priced insurance is available to protect volunteer directors, who may be reluctant to serve without it.

CCSF Board Meetings

The Annual Board meeting is scheduled for the 1st week of October. Board members should make every effort to be available.

An Annual Meeting is required by law. Once the Minutes are approved by the Board and signed by the corporate Secretary they are to be filed in the Corporate Minute Book.

At the present time the Corporate Minute Book is located at the offices of our Registered Agent, Michael DiSabatino, CPA.

It is recommended that the Board meet approximately every 6 weeks with the exception of July during the time frames and for purposes listed below to insure general communication and continuity of Board directives.

- February – 2nd Week – Change of Officers. At this time the previous years financial statements should be completed, reviewed and approved prior to the start of the new season.
- April – 1st Week - to fine tune Training schedule May during the scheduled Training events; September to prepare for Annual Meeting and November at the Annual Banquet / Meeting of the Voting Members.
- May – 2nd Week – Meeting will be at a training venue where all officers can discuss and review any issues with training format.
- July / August - based on swim activity. – Discussion of the swim season challenges. The meeting may be best handled with a conference call.
- September - 2nd week / No meeting is necessary however any and all agenda items should be forwarded to the President.
- October – 1st week / Schedule Annual Board Meeting – required attendance
- November – 1st week / Annual Meeting of the Voting Membership at the Annual Banquet.

The CCSF By-Laws address options and opportunities for Special Meetings.

Upon notification of upcoming Board Meeting members should submit questions and concerns to the President so an agenda can be created to address those subjects.

CCSF Board & Officer Changes

OCTOBER:

Prior to the Annual Board Meeting

- Officers and Board Members should make their intentions known if they perceive any change in their future participation or availability.
- Vice President will obtain completed applications for Voting Members along with copies of the required letters of recommendation for board approval.
- The application and letters may be sent out by email.

During the Annual Board Meeting

- The existing Board members will vote to accept or postpone the inclusion of additional Voting Members.
- After Voting Memberships have been decided, the Board members will submit any letters of resignation, and existing members will be nominated for positions.

NOVEMBER:

Elections the day of the Annual Banquet

At a brief Voting Members meeting 45 minutes prior to the Annual Banquet the Corporate Officers and Directors will update the voting membership on the status of affairs. Any nominee will have the opportunity to speak on their behalf prior to the election of Officers. The election will take place and the ballots will be totaled by the Secretary and Treasurer. If there is a tie for any particular office, the announcement will be made of a run-off election of the tied individuals.

FEBRUARY:

Transfer of Authority

Transfer of authority takes place at the 1st meeting of the year, typically held the 2nd week of February allowing outgoing officers to finalize year-end financial statements and the final processing of any documents from the prior year. (E.g. Donation Letters to the previous year's swimmers.)

Recommendation: Since many members and officers live considerable distance from each other, the 2nd week of February will be a social event in an environment where outgoing and incoming officers have the time to have quality conversations. Venues should be chosen with a view to quiet and space to facilitate this purpose.

VOTING MEMBERSHIP (CCSF BY-LAWS: ARTICLE III)

1. QUALIFICATIONS FOR VOTING MEMBERSHIP.

- 1) The Voting Members will be selected from the Lifetime swim membership.
- 2) Nominees must have two letters of recommendation expressing qualifications.
- 3) The appointment must be approved by a vote of the board.
- 4) Voting Members are responsible to elect the board.
- 5) There will be a maximum of 20 Voting Members.
- 6) Term of voting membership is until death, resignation, or by a Board voted dismissal in the event of nonparticipation in the organization.

2. MEMBERSHIP MEETINGS.

The annual meeting of the Voting Membership of the corporation shall be held on the first Saturday of November each year except that if such day be a legal holiday then in that event the directors shall fix a day not more than two weeks from the date fixed by these by-laws. The secretary shall cause an email announcement to be sent to every voting member in good standing at his address as it appears on the voting membership roll book of the corporation a notice stating the time and place of the annual meeting.

Regular meetings of the corporation shall be held annually on the date of the Catalina Channel Swimming Federation Annual Banquet for Swim Members, held the first Saturday in November.

The presence at any membership meeting of not less than 2/3 of voting members shall constitute a quorum and shall be necessary to conduct the business of the corporation; however, a lesser number may adjourn the meeting for a period of not more than 2 weeks from the date scheduled by the by-laws and the secretary shall cause a notice of the re-scheduled date of the meeting to be sent to those members who were not present at the meeting originally called. A quorum as hereinbefore set forth shall be required at any adjourned meeting.

A membership roll showing the list of members as of the record date, certified by the secretary of the corporation, shall be produced at any meeting of members upon the request therefore of any member who has given written notice to the corporation that such request will be made at least ten days prior to such meeting. All persons appearing on such membership roll shall be entitled to vote at the meeting.

Voting Membership List

Current Voting Members of CCSF were approved by the Board of Directors based on an application letter and two written recommendations statements from either CCSF Board Members or existing Voting members. The founding Board of Directors have all been grandfathered into the corporation as Voting Members and are not required to have documentation on file. Term of a Voting Membership is until death, resignation or by a Board voted dismissal.

#	Name:	Phone#	Year
1	Linda A. Bamford - President		2007
2	John York - Vice President		2007
3	Don Van Cleve - Secretary		2007
4	Carol Sing - Treasurer		2007
5	David Clark - Training		2007
6	Paula Selby - Support		2007
7	Forrest Nelson - Synergy		2007
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Board Considerations

Special Awards

Awards for Kayak Support

Assisting in more than 5 swims in a Calendar Year

*This award is currently an agenda item and
subject to Board Approval*

John B. York Award

The John B. York Award is a special honor bestowed to that exceptional individual who has made an extraordinary contribution to CCSF.

The Award is at the discretion of the Board and presented at the Annual Banquet. It is the equivalent of a lifetime achievement award and reads as follows.

The JOHN B. YORK Award
IN APPRECIATION FOR YOUR EXCEPTIONAL
DEDICATION AND CONTRIBUTIONS TO THE
CATALINA CHANNEL SWIMMING FEDERATION

The reference description is: 10X7 BEVEL CURV CRYSTAL IN STA

And was ordered from: CUSTOM@CROWNAWARDS.COM.

Maintaining Records

Locations & Responsibilities for:

- Swim Applications

- Swim Logs

- Scholarship Applications

- Scholarship Processing Records – Sealed

- Historical Information

- Banquet Records

- Accounting Records
 - Bank Statements – Chase
 - Bank Statements – Bank of America
 - Expenditures
 - Cash Receipts
 - Volunteer Reimbursements

- Corporate Legal & Tax Filings

Responsibility of CCSF Corporate Secretary

Meeting Minutes

The responsibilities of the CCSF Corporate Secretary include accurately taking of meeting Minutes, soliciting approval by Board of Directors in a timely manner and/or making appropriate changes. Once the Minutes are approved they should be sent to our Registered Agent for filing.

Note taking at meetings is substantially detailed and should entail secretarial interruption of discussions for confirmation or clarification of such detail.

Request of approval of the Minutes should be sent to the Board of Directors within 2 weeks of said meeting.

Membership Roll

He shall keep a membership roll containing the names, alphabetically arranged, of all persons who are Voting members of the corporation, showing their places of residence and the time when they became members.

Voting Members

The Secretary is responsible for notifying Voting Members of the time and place of the Voting Members Annual Meeting along with the sending and receiving of Proxy materials if so directed by the CCSF Board.

Dottie York Scholarship Fund

The CCSF Secretary shall be one of signees on the Bank of America account to release funds from the Dottie York Scholarship Fund to approved Scholarship applicants when proper documentation is received from Scholarship Approval Committee.

Corporate Operations Guide

The Secretary is responsible for maintaining the printed and electronic version of the CCSF Operations & Corporate Management Guide. Any changes made to the Guide during the calendar year by a vote of the Board will be noted and re-verified at the Annual Meeting. Updated pages replacement pages will be made available to the Board during the January CCSF Board Meeting.

CCSF Secretary - References

2. REGARDING A QUORUM

The presence at any membership meeting of not less than 2/3 of members shall constitute a quorum and shall be necessary to conduct the business of the corporation; however, a lesser number may adjourn the meeting for a period of not more than 2 weeks from the date scheduled by the by-laws and the secretary shall cause a notice of the re-scheduled date of the meeting to be sent to those members who were not present at the meeting originally called. A quorum as hereinbefore set forth shall be required at any adjourned meeting.

CCSF Bylaws Article V

7. SECRETARY.

The secretary shall keep the minutes of the board of directors and also the minutes of the members. He shall have the custody of the seal of the corporation and shall affix and attest the same to documents when duly authorized by the board of directors. He shall attend to the giving and serving of all notices of the corporation, and shall have charge of such books and papers as the board of directors may direct; he shall attend to such correspondence as may be assigned to him, and perform all the duties incidental to his office. He shall keep a membership roll containing the names, alphabetically arranged, of all persons who are members of the corporation, showing their places of residence and the time when they became members. He shall be one of two required signatures to release funds from the Dottie York Scholarship Fund account into the checking account of the working funds.

8. ASSISTANT-SECRETARIES.

During the absence or disability of the secretary, the assistant-secretary, or if there are more than one, the one so designated by the secretary or by the board, shall have all the powers and functions of the secretary.

Membership Roll

The suggested form of the membership roll is in a Microsoft Excel Workbook with multiple pages. The pages consist of a lifetime membership page, single year membership pages beginning with 2009, all available previous year's non lifetime memberships listed together on a single page, and a board, or corporate membership page. This structure requires relatively little reformatting of the traditional list and can be easily tailored to specific use, such as mail merges or simple lists in word processor documents. It can also be converted to data base program lists easily should the data management advantages of such programs become desirable. The header line of the current lifetime page is copied below wrapped to two lines:

First	Last	Address	City	St	Zip	H Tel	Email
LT	Board	Obs/P	Relay Yr	Solo Yr			

The LT (lifetime) marker column is kept so that the membership distinction is maintained in any merged membership list that may be required. A corporate membership header will be added when we add such members. Maintenance of this list online with password access is advisable to insure continuity, to avoid multiple versions that are difficult to compare, and to centralize access, comment, corrections and new additions.

Minutes Format



Minutes

Annual (or Special) Board Meeting of the Catalina Channel Swimming Federation

Date and Time of meeting (as in notices)

Location of meeting

On (date____) the (Annual / Special) Board Meeting of the Catalina Channel Swimming Federation was called to order by (Officer and Name) at: _____AM/ PM.

Secretary (or acting secretary):_____

I. ROLL CALL

Members present:_____

Members Absent: _____

Quorum noted if necessary.

II. Approval of Minutes of Previous Meeting.

1. Note corrections if any if submitted at meeting.
2. Note if minutes corrected and approved by consent via email.
3. Motion to accept, second, and vote.

**III. Agenda Item, e.g. Reports of Officers,
New or Old Business, Discussion Topics, etc.**
Introduction explanation or context for agenda item.

1. Sub-item, narrative of discussion, specific attribution, etc.
 - a. Format for sub item detail, if necessary.

IV. Election of Officers (If annual meeting)

Example: The chairman stated that the election of officers of the corporation was now in order. The following persons were nominated:

(List of offices and nominees)

A vote of directors was taken and the nominees were elected officers of the corporation.

V. ADJOURNMENT

The _____ Meeting was adjourned with a unanimous vote at 1:15 PM

Respectfully submitted,

(Typed Name)
Secretary (or Acting Secretary), CCSF Board

Useful motions and format for motions

1. On motion duly made, seconded and carried, it was

RESOLVED, that the signing of these minutes by the directors and members shall constitute full ratification thereof and waiver of notice of the meeting by the signatories.

2. There being no further business before the meeting, on motion duly made, seconded and carried, it was, adjourned at _____AM / PM.

3. Upon motion duly made, seconded and carried, it was

RESOLVED, that the actions taken by the incorporator(s) as set forth in the Consent to Action Taken In Lieu of Organization Meeting (e.g. Board consent by email) is hereby approved, ratified and in all respects confirmed.

4. In the event of multiple motions or resolutions: Upon motion duly made, seconded and carried, it was

RESOLVED,

RESOLVED,

RESOLVED, etc.

Filing of Minutes:

Minutes are sent to the board by email for corrections, additions and approval. Final approval is most conveniently memorialized by email. Copies of the approvals should be kept on file with the minutes by the Secretary. Once Minutes are approved by the Board of Directors the Secretary makes three (3) copies and sends the original (wet signature) document to be filed in our Corporate Minute Book to:

Michael DiSabatino ,CPA
Attn: CCSF Corporate Compliance
900 Calle Plano, Suite N
Camarillo, CA 93012

File one copy in the Secretary's Permanent Binder for personal reference
Send the third copy to the current President.

CCSF Treasurer

Bank Accounts & Financial Reporting

Chase Checking – Working Capital

Access to Working Capital Bank Account is limited to the President and Treasurer

The Treasurer and President have access to the Working Capital / Chase Bank Account and are approved for expenditures of \$100 or less for business and operational purposes.

Bank of America – Dottie York Scholarship Fund

Access to the Dottie York Scholarship Fund is limited to the Vice President and Secretary

The Funds deposited into the Bank of America Savings Account as Dottie York Scholarship Funds are a single purchase capital account. No withdrawal for any type other than the award of scholarship monies to approved scholarship applicants is acceptable.

Parties other than those posted above do not have access to the bank account which includes any Bookkeeping or Accounting services.

Accounting is preformed in QuickBooks a recognized standard for small business and corporate reporting.

Financial information is entered into QuickBooks via the following forms

- Bank Statements
- Deposit Detail Report
 - Memo Line Contains Name of Swimmer
 - Split Deposits can be used to allocation to multiple accounts
 - Use Customer Center in enter all contact information for swimmer
 - Mail Merge can be used at year end for Letter of Contribution to DYSF

Note: As CCSF has no formal audit process at the present time, Board Members and Officers should request a light audit based on number of swims, fees received and total amount deposited into Working Capital account.

- Expense Report
 - Vendor Report includes contact information for all Vendors
 - Memo Line should be used for further explanation of the expense
 - Meals and Entertainment by law must state whom and the purpose

Monthly Reports

Treasurer is responsible for making sure the Bank Accounts are balanced on a monthly basis.

Quarterly Reports

Treasurer is responsible for reviewing and sharing Quarterly Financial statement to all Board members.

Financial Statements include Profit and Loss Statement and Balance Sheet

In some cases it may be valuable to share YTD comparisons.

Having accurate up to date Financial Statement available at the Annual Board Meeting

Year End Reports

Preparing and Reviewing Year End Financial Statements

Sending Year End reports to CPA for Tax Return Preparation

**Catalina Channel Non-Profit Activities and
Budget Allocation Philosophy.**

Catalina Channel Swimming Federation is a 501(c) non-profit organization actively involved in the world of open water swimming with the intentions of providing safety awareness, monitoring services and a Scholarship Fund to assist qualified individuals to pursue and compete in Open Water swimming events.

The Dottie York Scholarship Fund collects and maintains a bank account segregated from the general working funds of CCSF. Applications may be made for financial support and such request may or may not be approved based on application criteria established by the Scholarship Fund committee and the Board of Directors.

A portion of funds from all sanctioned swimming events will be collected and contributed to the Dottie York Scholarship Fund.

A minimum average of \$10,000 will be maintained in the working capital fund. At such time as the Board of Directors recognizes that the average funds of the working capital exceed \$10,000; those Funds may be directed to provide safety equipment and training or the Board may elect to distribute additional capital to the Scholarship Fund.

Safety equipment purchases that have been discussed and are currently under consideration includes but are not limited to: cardiac defibrillators; support kayaks; location based devices; rescue gear and lifesaving equipment.

Vice President

The Vice President and the President communicate frequently and share many of the corporation management and oversight functions.

The Vice President

Is responsible for all income and disbursements from the Dottie York Scholarship Fund. The Treasurer should notify the Vice President of Deposits to the Fund and the Vice President is responsible for emailing a copy of the Bank of American Bank Statements to the Treasurer for proper accounting. The Dottie York Scholarship Committee will make requests to the Vice President for Scholarship disbursements. If the Vice President is not available the Secretary will perform these actions in their absence.

Collecting and reporting all requests to be a Voting Members

The Vice President is responsible for collecting and verifying recommendations for new Voting Members.

Since the additions of Voting members or the lack thereof affects the stability and operations of the Corporation the President should be updated on a regular basis. The Vice President should be prepared to present applications/recommendations for new Voting Members at the Annual meeting following the By-Laws and agreed upon Policies and Procedures.

Verifying Corporate and Operational Standards

The Vice President should be available to clarify current Policies and Procedures as approved by CCSF Board. All questions and concerns by members, committees, and officers should be documented and discussed with the President during the course of the year and the Vice President should be prepared to present and discuss those questions and concerns at regularly scheduled Board meetings.



January 27, 2010

Dear _____ ,

On behalf of the Catalina Channel Swimming Federation, I would like to thank you for your generous support of the Dottie York Scholarship Fund to benefit Open Water swimmers and swim events in the attempt to create a safer Open Water environment for everyone.

Thank you for your contribution of \$150.00 to Catalina Channel Swimming Federation, a non-profit 501(c)(3) California corporation, Tax ID #26-0827228. Your donation may be tax deductible. For your benefit and as required by law, we state that CCSF did not provide any goods or services in consideration, in whole or in part, for this contribution. Please accept this letter as verification of your tax deductible donation to the Catalina Channel Swimming Federation.

Sincerely,

xxxxxxx

Vice President, Catalina Channel Swimming Federation
Committee Chairman, Dottie York Scholarship Fund

Catalina Channel Swimming Federation - 900 Calle Plano, Suite N, Camarillo, CA 93060

CCSF President

The President of Catalina Channel Swimming Federation has a fun, interesting and challenging position that includes legal responsibility, monitoring events and mediating corporate and membership interactions.

The president is responsible for verifying that those with responsibilities are fulfilling their duties in a timely and ethical manner. The president is further responsible for full disclosure reporting to the Board when there are uncomfortable business issues that need to be resolved. Yet, in instances that involve personal interactions and personality conflicts, confidentiality is often the best course of action.

While Officers of the Federation have a duty to keep the President updated, likewise the President should make an honest attempt to stay in touch with responsible parties in an effort to assist or resolve issues in hopes of preventing legal liabilities or situations of crisis management.

Irregular duties include writing letters in response to questions and concerns by members., soliciting a consensus of Board members on important issues throughout the calendar year, requesting verbal or written approval on expenses that exceed the \$100 limit of expenditures from the working capital account, and documenting board member approval of such expenditures.

The President's Calendar lays out timelines and additional responsibilities. The calendar may or may not be complete at the compilation of this Operation Guide. It is an important to update this calendar as it changes so that a future President will have good and accurate guidelines to proceed with yearly duties.

CCSF Board Meeting Agenda's

Unless otherwise delegated and accepted, the President is responsible for creating a meeting Agenda prior to a meeting of the Board.

- Create an e-mail stating there will be a meeting, the goal of the meeting as well as the administrative details such as when and where it will be.
- Ask those invited to accept or decline the meeting.
- Any significant decisions will require a quorum so make it clear that once a Board member accepts the date it will be important for them to attend.
- Board Members requesting an agenda item should submit it 2 weeks prior Meeting with an estimated of necessary time to present and discuss.
- If the estimated time of the total items to be discussed exceed a reasonable time limit, prioritize items or suggest a partial discussion with follow up at a later date.
- Full disclosure of topics and estimated time will help other Board members schedule their time and availability.
- Five days prior to Meeting send agenda to all participants.

Mid Year Requests for Board Approval				
	Date:	Request:	Approved By:	
				1
				2
				3
				4
	Date:	Request:	Approved By:	
				1
				2
				3
				4
	Date:	Request:	Approved By:	
				1
				2
				3
				4
	Date:	Request:	Approved By:	
				1
				2
				3
				4
	Date:	Request:	Approved By:	
				1
				2
				3
				4
	Date:	Request:	Approved By:	
				1
				2
				3
				4

Tasks - Delegated or Volunteered				
	Date:	Task & Responsible Party : _____	Follow up Dates	
			1	
			2	
	Completion Date:		3	
			4	
<i>Additional Notes on Back</i>				
	Date:	Task & Responsible Party : _____	Follow up Dates	
			1	
			2	
	Completion Date:		3	
			4	
<i>Additional Notes on Back</i>				
	Date:	Task & Responsible Party : _____	Follow up Dates	
			1	
			2	
	Completion Date:		3	
			4	
<i>Additional Notes on Back</i>				
	Date:	Task & Responsible Party : _____	Follow up Dates	
			1	
			2	
	Completion Date:		3	
			4	
<i>Additional Notes on Back</i>				

President - Calendar of Responsibilities

**Annual Filings:

- Federal & State Tax Return
- Statement of Information
- Department of Registry

DRAFT

Year of: _____

Completed

January	Review Year End Financial Statements If possible get Financials to CPA (otherwise 1 st part of Feb. Schedule Pre-Season Board Meeting in February Solicit Agenda items Discuss Newsletter and Dues collection Verify Donations Letter have been sent. <div style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</div>	
February	Prepare Agenda Preside over Pre-Season Board Meeting File Statement of Information if Officers change Follow up and review completion of Meeting Minutes <div style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</div>	
March	Verify upcoming Observer Training Dates Confirm information in Newsletter <div style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</div>	
April	Review Quarterly Financial Reports <div style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</div>	
May	Attend Training Events if possible <div style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</div>	
June	Get an update on Annual Banquet arrangements <div style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</div>	

President - Calendar of Responsibilities

Year of: _____

Completed

July	<p>Review Quarterly Financial Reports</p> <p style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</p>	
August	<p>Confirm Annual Banquet arrangement, awards & gifts have been ordered.</p> <p style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</p>	
September	<p>Solicit Agenda items for Annual Meeting</p> <p>Prepare Agenda</p> <p style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</p>	
October	<p>Preside over Annual Board Meeting</p> <p>Review Quarterly Financial Reports</p> <p style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</p>	
November	<p>Pre-Banquet Meeting of Voting Members</p> <p>Elections results</p> <p>Annual Banquet Opening Notes</p> <p style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</p>	
December	<p>Review a draft of Year End Financial Statements</p> <p>Anticipate and year decisions for tax purposes</p> <p>Make notes and be prepared to discuss results with Board in February</p> <p style="text-align: center;">Record Bank Balance for DYSF & Working Capital Acct</p>	
Year End Notes:		

President's Bank Balance

	Calendar Year of: _____		
Due	Balance	Balance	Notes:
Date	Chase - Checking Acct	Bank of America	
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
			.
			.