

Basic Yearly Timeline for Camas-Washougal Community Chest (Revised 5/15/07)

Page 1

Regular bills/payments schedule-

- ◆ Quarterly grant checks, 5/31, 8/31, 11/31, 2/28
- ◆ Nonprofit Corp Filing \$10 due 2/28
- ◆ IRS filing due May 15
- ◆ State of WA Charitable Org Renewal \$10 due 5/15
- ◆ Camas PO Box rent \$45/yr due 6/30

January –

- ◆ Budget Committee meets, reviews grant requests and prepares Committee recommendations to the Board
- ◆ Public Notice for Annual General Meeting -at least 7 days in advance in a local public newspaper (Post Record will do and it's good to put the info in the Columbian, as well)

February –

- ◆ Renewal for Nonprofit Corporation filing (with Sec of State) usually due by 2/28 \$10
- ◆ Board Member renewals or elections as needed, Officer election as needed (at officer change, update bank signatures at Edward Jones and US Bank)
- ◆ After elections, officer change or Board member change, Secretary must put an article in Post (if possible, the Columbian, as well)
- ◆ CWCC Board makes final decision on grant request allotments based on Budget Committee recommendations
- ◆ Annual General Meeting (Bylaws require a notice in newspaper minimum 10 to max 50 days prior)
- ◆ 4th and final quarterly allotment of grants should be mailed out

March

- ◆ Budget Chairperson notifies each applicant of the CWCC Board's final grant decisions either by phone or letter. The Budget Chairperson informs each successful applicant that the first grant check will be issued in May. If notice is issued by phone, in the case of a total denial of grant request, the Budget Chairperson will issue an immediate follow up letter of denial. Each recipient awarded a grant will receive a follow-up letter issued by the Treasurer with the first grant payment in May.

April

- ◆ IRS filing due 4/15

May

- ◆ Treasurer issues first quarterly allotment grant check and an informative letter of grant award. Smaller awards may be issued in one total payment if appropriate.
- ◆ Review late grant applications (allowed as of 5/07)

CWCC Yearly Timeline

Page 2



June

- ◆ Camas PO Box rental due 6/30--\$45 for 12 months
- ◆ Budget Chairperson and Treasurer check for receipt of the required written report from grant recipients (verifying that actual spending matches proposed spending)

July

Organize and participate in Camas Days- parade/ booth

August

- ◆ Second quarter grant allotments should be mailed out (include a grant request form)

September

- ◆ Kick off Fund Drive Breakfast planning for end of September
- ◆ Early September-Thank you contributors ad in Post, and any contributor plaques should be awarded before 9/1)
- ◆ Renewal of State of Wa Sec of State Charitable Organization list registration new \$20, renewal \$10--- keeps the organization on the charitable website
- ◆ Fund Drive Chairperson sends business fund drive letters to Chamber mailing list requesting support and does newspaper announcements of the CWCC Fund Drive

October

November

- ◆ CWCC President appoints a Budget Committee

December

- ◆ (November 1 had been last date to file for grant requests sometimes it has been 9/1 or 12/1) CWCC decided to go with December 1 for 2002 and after
- ◆ Treasurer/ Secretary -3rd quarterly allotment of grants should be mailed out by the 31st
- ◆ Budget Chairperson and Treasurer check recipients' written report of grant spending records – (required report as per grants request form – see June) before Budget Committee meets in February

Present CWCC Post Office mail handling methods -

- Secretary (or other designee- now Linda D) has the PO Box key,
 - 1. Secretary (or designee) picks up mail, sorts, distributes mail specific to the Treasurer (now Bob Howe), any Fund Drive Chair, President, any others
 - 2. Secretary (or designee) deposits checks at Edward Jones.
 - 3. Edward Jones generates 3 copies of deposit list showing name on check and amount for each deposit.
 - 4. Jones mails one immediately to Bob Howe, Treasurer. The Secretary (or designee) keeps one copy for the CWCC file and gives the other copy plus deposited check stubs and other pertinent info to Treasurer- Bob Howe-so he can keep track of names and amounts for bookkeeping, addresses, and thank yous