

AD: FIN APPENDIX C: ANNUAL ACCOUNTABILITY CYCLE

Date	Task	Person Responsible
January 1	Fiscal year begins	
January Board meeting	Review of By-laws	All Board
January Board meeting	New fiscal Budget review	Chair
January Board meeting	Review of Potential Capital Expenditures	All Board
January Board meeting	Approve Annual Report for Municipal Affairs	All Board
January Board meeting	Confirm Date for annual general meeting	All Board
January 31	Deadline to file GST284 for Jul-Dec prior year	Administrative Assistant
January 31	Establish timeline for communicating with donors	Library Director
January 31	Determine current years FOL Plan and report to Board	FOL Chair
February - last Friday of the Month	Issue T4 & T4 Return	Administrative Assistant
February 28	Finish issuing/ mailing donation receipts	Administrative Assistant
February 28	Review of government funded project commitments (deliverables and finances)	Treasurer/Chair/Library Director
March 1	Treasurer to Complete Notice to Reader	Treasurer to ensure Auditor has completed
March	Review Board appointment terms and vacancies and identify need for advertising Board vacancies	Chair
Upon Board Recruitment	Arrange for orientation prior to first Board meeting	Chair
April Board meeting	Full review of Marketing Plan and Plan of Service by Library Director and report to Board	Library Director
April 30	Complete Charity Return and T3010	Administrative Assistant/ Treasurer to review



April/May Board meeting	Notice to Reader approved by the Board	Treasurer/Board
May	Advertise for AGM at least 21 days' prior	Chair/Admin Assistant
May/June Board meeting	Approve Charity Return and T3010	Treasurer
May/June Board meeting	Review Plan of Service. Full review by Board Chair and report to Board	Chair
June 15	Deadline to file Notice to Reader	Treasurer
June	AGM Meeting	All Board
June 30	Deadline to file T3010	Admin Assistant/Treasurer
July 31	Deadline to file GST284 for Jan-June	Administrative Assistant
July/August	Complete salary review and forecast	Director/HR/Finance Committee
July/August	Create next fiscal draft budget for board including salary review and plan of service activities.	Treasurer/Finance Committee/Library Director
September Board meeting	Approve Draft Budget for following fiscal year for submission to County.	All Board
September	Forward information to County for updating of contents insurance	Library Director
September	Mileage sheets will be distributed to Board	Admin Assistant
October/November	Annual Risk Assessment	Library Board Executive/Library Director
November 30	Board Mileage Submission Deadline	All Board
November- January	Review of key policies and administrative agreements with the County and Schools	Board Chair/Library Director
November Board Meeting	Approve Auditor Assignment Staff Meeting Safety Report	Board Library Director
November Board meeting	Full review of Marketing Plan and Plan of Service and report to Board	Library Director
December 1	Arrange for Report to Reader/Audit	Treasurer

