

# DISTRICT FINANCE CALENDAR

Meeting the deadlines and completing the tasks below help you and the District Finance team at World Headquarters maintain an accurate, ongoing accounting of district finances and ensure your uninterrupted access to the **district reserve**. Deadlines are the dates that the items listed must be submitted to World Headquarters.

## JULY DEADLINES

- 15: District Signature Form**
- 15: Bank signatory card**
- 15:** List of district leaders
- 15:** Calendar of district events
- 15:** Changes in club assignments to areas and divisions

## JULY TASKS

The outgoing finance manager records all transactions with dates prior to July 1 in the **district accounting system**, and the incoming finance manager records all transactions with dates as of July 1.

The outgoing district director or finance manager contacts the audit committee about the **Year-end Audit**.

The incoming district leadership team starts to work on the **budget**.

The incoming district director starts selecting an audit committee.

## AUGUST DEADLINES

- 31: Year-end Audit Report** with **certification page** and **narratives**
- 31: Supporting documents**
- 31: Accrual Template** and **Fixed Asset Template**

## AUGUST TASKS

The outgoing district director or finance manager provides the audit committee with reports and supporting documents.

The outgoing finance manager presents the Year-end Audit Report to the outgoing district director and program quality directors and club growth directors.

The incoming district leadership team finalizes the budget.

## SEPTEMBER DEADLINES

- 30:** District budget

## SEPTEMBER TASKS

The district executive committee approves the budget.

## OCTOBER DEADLINES

- 31: Quarter 1 Treasurer's Report** with certification page and narratives

## OCTOBER TASKS

The finance manager presents the Quarter 1 profit and loss statement to the district director, program quality director and club growth director.

## FEBRUARY DEADLINES

- 15:** **Mid-year Audit Report** with certification page and narratives
- 15:** Supporting documents
- 15:** Accrual Template and Inventory Template

## APRIL DEADLINES

- 30:** **Quarter 3 Treasurer's Report** with certification page and narratives

## DECEMBER TASKS

The treasurer prepares the Accrual Template and **Inventory Template**.

## JANUARY TASKS

The finance manager prepares the Accrual Template and Inventory Template.

The district director or finance manager contacts the audit committee about the **Mid-year Audit**.

## FEBRUARY TASKS

The finance manager presents the Mid-year Audit Report to the district director, program quality director and club growth director.

## APRIL TASKS

The finance manager presents the Quarter 3 profit and loss statement to the district director, program quality director and club growth director.

## MAY TASKS

During the final months of the program year, the district reserve balance should equal at least 25 percent of the district's membership-dues revenue from the previous year.

## JUNE TASKS

The finance manager prepares the Accrual Template and Fixed Asset Template.

All remaining **vouchers for reimbursement** for the year are submitted to the district director or finance manager.

The district team is notified of the last day to order products and request funds.

The incoming district team starts to update the bank account **signatories** at the bank.