

**NCWSA
Corporate Responsibilities TimeLine
Review September 2011**

Month/Date	Task	Responsible Party	Authority/Recipient	EC Comments
January	Renew property and liability insurance	Bylaws & Insurance Coordinator/Treasurer	NCWSA Bylaws & Insurance Coordinator Guidelines; CA Corporations Code section 5047.5	Currently exclusively handled by Bylaws & Insurance Coordinator
Prior to 1/31	CA Sales Tax payment	Treasurer	CA Revenue and Taxation Code sections 7200 et seq.;NCWSA Treasurer Guidelines/ NCWSA Bylaws, Article VI., section 9	
<i>Prior to 1/31- final year of the panel</i>	Prepared CA Sales Return for final year of panel provided to new Treasurer	Treasurer of prior NCWSA panel	NCWSA Treasurer Guidelines	
	Budget draft for NCWSC	Alternate Delegate	NCWSA Budget Committee Guidelines; NCWSA Bylaws, Article VI.,section 9	
	Annual Audit	Budget Committee	NCWSA Treasurer Guidelines; Budget Committee Guidelines; NCWSA Bylaws, Article VIII, Committees and Article X. NCWSA Records and Reports	
	Send prior year accounting books, records and minutes of proceedings of the members, Executive Committee and NCWSA Committee minutes as well as record of its members to corporate record storage.	Secretary, Executive Committee Chairperson, Treasurer and Group Records Coordinator	California Corporations Code sections 6320-6324 and 6320-6324;NCWSA Bylaws, Article X NCWSA Records and Reports	
<i>Every third year at change of the panel</i>	Triennial Report	Treasurer (past + present)	NCWSA Treasurer Guidelines	
February	PO Box renewal	Treasurer	U.S. Postal Office	
2/06	Property & Liability Ins.	Bylaws & Insurance Coordinator/Treasurer	NCWSA Bylaws & Insurance Coordinator	Currently exclusively

	Rollover date Prior to 4/27, Approve rollover of Prudent Reserve CDs NCWSC mtg	Budget Committee and Executive Committee Chairperson	Guidelines NCWSA Budget Committee Guidelines Chairperson's Duties	handled by Bylaws & Insurance Coordinator
March	Preliminary Annual Financial Report prepared Printing Twelve Stepper deadline (2 weeks after NCWSC mtg)	Treasurer 12 Stepper Editor	NCWSA Treasurer Guidelines Twelve Stepper Editor Guidelines	
April 4/20	Annual Report to Members (includes auditor's report) 12 Stepper issued	Treasurer/Budget Committee/12 Stepper Editor 12 Stepper Editor	Twelve Stepper Editor Guidelines/NCWSA Bylaws, Article X NCWSA Records and Reports Twelve Stepper Editor Guidelines	
June mid-month				
July	NCWSC mtg Proposed Budget presented to NCWSC Set Deadline for Assembly Issue of 12 Stepper Final Financial Report presented	Chairperson Alternate Delegate 12 Stepper Editor-provides date Treasurer	Chairperson's Duties NCWSA Budget Committee Guidelines; NCWSA Bylaws, Article VI., section 9, Delegate, Officers and Financial Assistants NCWSA Bylaws Article XII: Proposed amendments to Bylaws require a minimum of 45 days notices; NCWSA Bylaws & Insurance Coordinator Guidelines NCWSA Treasurer Guidelines	
August	12 Stepper printing deadline –Assembly Issue PO Box Renewal CA Raffle Fee Renewal Renew Dir. &	12 Stepper Editor Treasurer Treasurer Bylaws & Insurance	Twelve Stepper Editor Guidelines To US Post Office To CA Attorney General, Charitable Trust NCWSA Bylaws &	

	Ofcr Insurance	Coordinator/Treasurer	Insurance Coordinator Guidelines	
September	NCWSA Assembly 12 Stepper issued	12 Stepper Editor	Twelve Stepper Editor Guidelines; CA Corp. Code Section 5511: Written notice of the meeting shall be given not less than 10 or more than 90 days before the date of the meeting. NCWSA Bylaws & Insurance Coordinator Guidelines; CA Corporations Code section 5047.5	Assembly is occurring between first to the second week end of October
9/18	Dir. & Ofcr. Ins expires	Bylaws & Insurance Coordinator/Treasurer		
October	Assembly (annual meeting)	Chairperson	Chairperson's Duties ;Budget Committee Guidelines ;NCWSA Bylaws, Article IV. Meetings of Members & Article III Committees	
	Budget Request forms distributed to NCWSC	Alternate Delegate NCWSC	NCWSA Budget Committee Guidelines; NCWSA Bylaws, Article VI., section 9, Delegate, Officers and Financial Assistants	
Prior to 10/27	Approve rollover of Prudent Reserve of CDs	Treasurer/Budget Committee/EC	12month CD matures 10/27 Money market account has no maturation date	
10/31	Corporation filing (non-profit status) odd years	Treasurer	Statement of Information (SI-100) -Secretary of State/ CA Corporations Code section 6210	
November	Twelve Stepper printing deadline (2 weeks after NCWSC mtg)	12 Stepper Editor	Twelve Stepper Editor Guidelines	
December 12/15	Budget Request due to	Alternate Delegate	NCWSA Budget Committee Guidelines; NCWSA Bylaws, Article VI., section 9, Delegate, Officers and Financial Assistants	
	12 Stepper issued	12 Stepper Editor	Twelve Stepper Editor Guidelines	

	NoCAC sales report /general ledger, deposit slips, canceled checks, reimbursement forms and bank statements are due to NCWSA Treasurer	NoCAC/NCWSATreasurers	NoCAC Guidelines; CA Revenue and Taxation Code sections 7200 et sq	
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