**Chapter Financial Planning Checklist**

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| **DATE** | **DESCRIPTION** | **COMPLETED BY (Name, Date)** |
| April 1 | Start of Chapter Fiscal Year | n/a |
| April | Completed March Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| April/May | Audit of Chapter financial records | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| May | Completed April Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **May 31** | **Submit Annual Financial Report for previous year through COMT** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| June | Completed May Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| July | Completed June Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| August | Completed July Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **August 15** | **REQUIRED IRS DEADLINE FOR ALL CHAPTERS:  Filing deadline for IRS 990 & 990- N forms**  **Proof of filing due to Chapter Services** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| September | Completed August Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| October | Completed September Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| November | Completed October Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| December | Completed November Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| January | Completed December Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| February | Completed January Financial Report due to Chapter Executive Committee\*  Executive Committee approves budget for next fiscal year | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| March | Completed February Financial Report due to Chapter Executive Committee\* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| March 1 | Deadline for Chapter Dues changes submitted to Chapter Services using dues report form.  (If your Chapter voted to increase dues beginning July 1) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| March 31 | End of Chapter Fiscal Year | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* The Monthly Report and Details tabs in the Chapter Financial Reporting Workbook may be used as monthly financial reports to the executive committee.

For assistance, please contact Chapter Services staff at [ChapterServices@assp.org](mailto:ChapterServices@assp.org).