

ASCLS Constituent Society (CS)

Operations Checklist*

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| AUGUST | <input type="checkbox"/> Schedule Board/governance meetings. |
| | <input type="checkbox"/> Orient new Board members/leaders. |
| SEPTEMBER | <input type="checkbox"/> Review bank signatories and update as needed. |
| OCTOBER | <input type="checkbox"/> Conduct an audit of the prior year's financial transactions. |
| NOVEMBER | <input type="checkbox"/> File federal taxes (Due December 15 for CSs operating on an Aug. 1 – July 31 fiscal year.) |
| DECEMBER | <input type="checkbox"/> Determine nominees for elected positions (for the next operational year). Use an alternate timeline if prescribed by your bylaws. |
| | <input type="checkbox"/> Review state legal obligations for compliance with items such as state taxes (if applicable), state nonprofit report, etc. |
| JANUARY | <input type="checkbox"/> Review strategic plan and update as needed. |
| FEBRUARY | <input type="checkbox"/> Conduct an election for elected positions. Use an alternate timeline if prescribed by your bylaws. |
| APRIL | <input type="checkbox"/> Appoint members to appointed positions for the next operational year. Use an alternate timeline if prescribed by your bylaws. Note that leadership rosters are due to ASCLS by May 1. |
| MAY | <input type="checkbox"/> Prepare budget for the next operational year. Be sure to have Board approval of the budget prior to expenditures in that budget year. |
| JULY | <input type="checkbox"/> Review bylaws and SOPs. Update as needed. |

***This checklist assumes an August 1 - July 31 financial and operational year.**

If your CS utilizes a different financial or operational year, adjust the timeline appropriately, noting leadership rosters are still due to ASCLS by June 1.

Questions may be forwarded to Jen Mehlretter jenm@ascls.org