

# How to Plan for Your Year

## Build your calendar

### May / June (Q4)

Your term hasn't officially started yet, so this is a great time to partner with your outgoing finance chair.

#### Goals / action items

- When is the board retreat or board meeting being held to set the upcoming budget for next fiscal year? Did all board members provide input?
  - Is the budget set before 30 June?
  - Did you print a chapter member list on 30 June?
  - Change check signatories to reflect any board changes
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### July (Q1)

#### Goals / action items

- Are you receiving local dues checks / wires? If not, confirm mailing address / wire information with EO headquarters staff.
- Did you hit your renewal goal?
- Did you receive all the past financial information from the previous finance chair (bank accounts, accounting files, merchant accounts)?
- Are you receiving the current banking information?
- Does EO headquarters have correct addresses on file so they can mail the dues checks?
- Is chapter budget on file with EO headquarters?

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## August (Q1)

### Goals / action items

- Have you received checks / wires from EO headquarters for renewals? (May, June and July)
- Has everyone renewed that was on your list?
- Were the bank reconciliation and financial statements completed before the board meeting?
- Has anything happened that you did not expect or account for?
- A/P and A/R

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## September (Q1)

### Goals / action Items

- Has everyone on your list been accounted for (either they renewed, or the chapter has been told that they are not renewing)?
- Board meeting
- A/P and A/R

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## October (Q2)

### Goals / action items

- First quarter is complete; how does the budget look? Was everything that happened expected?
- Financial statements
- Board meeting
- A/P and A/R
- Has the promised sponsorship money come in yet?
- Have you filed your tax returns?

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## November (Q2)

### Goals / action items

- Financial statements
- How is revenue looking? Are new members coming in as expected?
- Board meeting
- A/P and A/R
- How is the board communicating at board meetings and throughout the month? Is everyone on the same page?

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## December (Q2)

Your year is halfway over, are you halfway toward your goal?

### Goals / action items

- Financial statements
- A/P and A/R
- Board meeting

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## January (Q2)

Start identifying your successor, if applicable.

### Goals / action items

- Half of the year is over; how is the budget? Is the budget in line with expected projections for the year? Do adjustments need to be made?
- Are the new member checks / wires coming in?
- Board meeting

- A/P and A/R
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## February (Q3)

### Goals / action items

- Is the chapter board in line with any adjustments that might need to be made?
  - Board meeting
  - Financial statements
  - A/P and A/R
  - Has sponsorship money come in?
  - Has the chapter been added to the EO group-exemption policy? If not, EO headquarters needs the information by 15 March. (US chapters only)
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## March (Q3)

Make sure your successor is registered for the GLC.

### Goals / action items

- A/P and A/R
  - Financial statements
  - Board meeting
  - Is the budget still in line as projected?
  - Are all the expenses accounted for?
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## April (Q4)

### Goals / action items

- A/P and A/R
  - Financial statements
  - Board meeting
  - GLC is this month (see event calendar for published dates)
  - Have you met with the new finance chair yet?
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## May (Q4)

Involve your successor as much as you can.

### Goals / action items

- Financial statements
  - Board meeting
  - Budget still in line?
  - Are the financial files in order?
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## June (Q4)

Train your successor and hand off outstanding items.

### Goals / action items

- A/P and A/R
- Financial statements
- Board meeting
- Files ready to be turned over?
- Have the addresses that needed to be changed been updated?
- Did you grow personally and professionally from your time on the chapter board? Did you continue to learn?
- Update check signatories to reflect any board changes.

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