**Financial**

Membership dues due Nov 1

Membership dues overdue Dec 1

Website/Newsletter contract renews Dec 1

Unpaid memberships Addressed Dec 31

Official membership list (dues pd) January

Membership list to state for concessionaire license January

PO Box renewal January

US Sailing annual membership January

4th quarter sales and use taxes January

Slip rental billing Feb 1

Slip rentals due Mar 1

Annual Corporate Report to state March

Concessionaire’s fee and documents March

Boats on premises to county Mar 15

Complete IRS Form 990 Mar 15

General Liability Insurance due April 1

Workman’s comp insurance due April 1

Slip rentals overdue April 1

1st quarter sales and use taxes April

Barkley Net “Zoom” audit April 15

Billing for Cords & Bubblers April 15

**Financial (con’t)**

Personal Property tax due May 15

Real Estate tax due May 15

2nd quarter sales and use taxes July

Officers and Director’s E&O Insurance due Aug 1

Budget forecast (2 mtgs prior to annual mtg) Sept 1

Work credits to treasurer Sept 10

Work credits to bookkeeper Sept 15

Billing for A/C Sept 15

3rd quarter sales and use taxes October

Membership dues / dry storage billing Oct 1

Website hosting renewal Dec 1

Personal Property tax due Dec 15

Real Estate tax due Dec 15

Official slip/Dry Storage map (fees pd) \_\_\_\_\_\_\_\_\_\_

**Social**

Social calendar dates Feb 28

Social events loaded on website calendar Mar 15

Reserve room for Annual Meeting January

Reserve room for Christmas Party January

**Sailing Events**

Sailing Events calendar dates Feb 28

Sailing events loaded on website calendar Mar 15

**Misc**

Membership mailing address finalized and list to

PR liaison, commodore, and vice commodore \_\_\_\_\_\_\_\_\_\_

Final data for handbook to Membership Chair March 31

Handbook data to printer \_\_\_\_\_\_\_\_\_\_

Membership list loaded on website Mar 15

**Buildings and Grounds**

Remove porta-potty April (After water on)

Order ADA porta potty October (Before water off)

**Awards**

Committee defined Sept 1

Awards defined Oct 10

**Harbor**

Turn on water April 15

Turn off water October 15

Annual Electrical Inspection \_\_\_\_\_\_\_\_

Annual Fire Extinguisher Inspection \_\_\_\_\_\_\_\_\_

**Dry Storage**

Dry Storage map for billing Sept 15

Boats on premises to Treasurer January

**STEP**

Load summer schedule on website Mar 15

**Annual Meeting**

BOG nominating committee established Sept 15

Annual meeting notice, proxies, and BOG nominees

emailed at least 14 days before mtg Oct 23

Committee reports for annual mtg Oct 23

Annual meeting agenda (last BOG prior to annual) Oct 10

Annual meeting printed material packet Nov 4

Annual meeting proxies (last BOG prior to annual) Oct 10