

## Treasurer's Monthly Agenda

**September:** Dances & Lessons Begin: Bring Sign-In Sheets for Dances & Lessons. Pay Caller & Pay CCSDC at end of the Month. Reimbursements as needed. Financial Report for Board meeting. Pay for OFN ads when notified.

**October:** Dances & Lessons. Pay Caller & CCSDC. If there is a Clothing Sale you will need to keep SEED money out & reconcile proceeds from Clothing Sale. Reimbursements as needed.

**November:** Dances, Lessons & CCSDC Rent. Reimbursements as needed.

**December:** Dances, Lessons, CCSDC Rent . NYE DANCE is a special event that requires special attention. The Hall Rental is more. Caller is paid on a different scale and Ticket Sales will need to be coordinated. There usually are a good number of reimbursements resulting from this dance. Try to keep all costs associated with this dance in manner that allows the Board to know if the Club made money or lost money on the dance.

**January:** Dances, Lessons, CCSDC Rent.

File 990-N with IRS (can be done on-line)

File Non-profit renewal with Washington Sec. of State. (on-line and requires a \$10.00 fee paid by Credit Card) I have used my personal Visa in the past and then was reimbursed. I am not sure how else to do it as the Club does not have a Credit Card & the On-line renewal does not allow for a check or other method of payment that I am aware of.

**February:** Dances, Lessons, CCSDC Rent.

Reimbursements & OFN ads as needed.

**March:** Dances, Lessons, CCSDC Rent.

2nd Clothing Sale ?

Club Dues are due. (I will help you with this.)

**April:** Dances, Lessons, CCSDC Rent.

Reimbursements as needed.

Footnotes Annual ad is due.

**May:** Dances, (Lessons may be over), CCSDC Rent

Membership Insurance is due. Payable to Washington State Square Dance Council.

Council membership is due.

OFN & PAC membership is due.

**June:** Dances, CCSDC Rent (Club is dark July & August.)

Picnic is usually the 1st Sunday in August.