

REPORTING DUE DATES

EVERY FY QUARTER:

1st Quarter: Oct/Nov/Dec DUE: 20 January	Financials, Minutes, Bank Statements & Receipts
2nd Quarter: Jan/Feb/Mar DUE: 20 April	Financials, Minutes, Bank Statements & Receipts
3rd Quarter: Apr/May/Jun DUE: 20 July	Financials, Minutes, Bank Statements & Receipts
4th Quarter: Jul/Aug/Sept DUE: 20 October	Financials, Minutes, Bank Statements & Receipts

End of FY Reports

DUE 20 October
Proposed Annual Budget
Membership Listing
Membership Breakdown
*Annual Audit
PO Specific
Officer Rosters

NOTE: ANNUAL AUDITS

- o POs with gross annual revenue of less than \$100,000. Shall conduct biennial internal audit by an individual not on the executive board who has financial experience.
 - o POs with gross annual revenue of \$100,000 but not more than \$250,000: Will use an impartial Accountant, not a PO member, to perform an annual audit.
 - o POs with gross annual revenue of \$250,000 or more: Will use a Certified Public Accounts (CPA) . Use of a Certified Government Financial Manager is permitted in overseas locations when a CPA is not available, to perform an annual audit.
- All audits will be at the PO's expense unless requested by FSS or MSG offices. Copies of audits will be provided to FSRPO office NLT 10 days after completion.

EVERY TWO YEARS:

- o Constitution and Bylaws (PO specific dates)

MISCELLANEOUS:

- o Internal transfer audit at least 3 weeks prior to transfer of treasurer.
- o Insurance waiver (November of each year. FSS/FSRPO will advise).
- o Fundraisers: submitted, at a minimum of 60 days in advance of the scheduled date
- o Fundraiser reports are due 15 days after the event.