

**First week of each month**

Newsletter, e-mail to the Director, update the website with Newsletter events.

**Every two weeks**

Payroll

**10 or sooner**

Pay payroll liabilities

Complete the Newsletter, update events on website, e-mail to Director for posting in each room.

**20 or sooner**

Reconcile Quickbooks. Do Cash Flow analysis and prepare adjusted financial statements.

Prepare Profit/Loss, Balance Sheet and Cash Flow statements.

Present all of the above at the next Executive meeting.

Review and fix any maintenance issues.

**January****February**

Send out tax receipts to all parents.

Send out T4's for all staff.

**March**

Send the Corporate Tax Returns.

**April**

Carpet steam cleaning.

**May**

QEP complete.

Send completed report for Accreditation.

All standards have a printout ready for accreditation.

**June****July**

Field trip arrangement. See the "Field trip and supervision policy"

Staff team building activity, ask at the Staff Meeting.

**August**

Carpet steam cleaning.

**September**

**October**

**November**

**December**

Field trip arrangement. See the "Field trip and supervision policy"

Conduct the Annual General Meeting.