

Green Bay Area Retired Men's Club – Officer's Calendar

Area	First Quarter of Fiscal Year			Second Quarter of Fiscal Year		
	July	August	September	October	November	December
Officers	<ul style="list-style-type: none"> Annual Business Meeting Install new officers Board of Directors Meeting 			Board of Directors Meeting	Finalize Christmas Party Entertainment	
Financial	<ul style="list-style-type: none"> New Fiscal Year Develop Budget for New Fiscal Year 	<ul style="list-style-type: none"> Audit Financial Records Approve Budget 	Develop 1 st quarter financial statement		File 501(c)(7) data with IRS	Develop 2 nd quarter financial statement
Membership	Membership Renewal Period	Membership Renewal Period	End of Membership Renewal Period			

Area	Third Quarter of Fiscal Year			Fourth Quarter of Fiscal Year		
	January	February	March	April	May	June
Officers	<ul style="list-style-type: none"> Review Bylaws – if changes needed, appoint committee Board of Directors Meeting 	Committee to Recruit new officer(s)		<ul style="list-style-type: none"> Approve Bylaws (if changed) Board of Directors Meeting 		Prepare data for annual meeting
Financial			Develop 3 rd quarter financial statement			Develop End-of-Fiscal-Year financial statement
Membership				Begin Membership Renewal Period	Membership Renewal Period	Membership Renewal Period

A guide for performing actions designated in Club Bylaws