

## CALENDAR YEAR: (January - December)

### PRIVATE ORGANIZATION QUARTERLY & ANNUAL SUBMISSION REQUIREMENTS

A PO may remain in an active status if it submits timely reports to MCCS and remains in compliance with this Order (see page 22 for details). In addition to the below, within 30 days after a change of treasurer, custodian, or individual accountable for the POs assets, the PO should complete an internal financial review to ensure proper accountability.

ITEM	PERIOD	DUE DATE
<b>QUARTERLY:</b>		
1st Quarter Balance Sheet	For the period ending 31 March	20 April
1st Quarter Meeting Minutes (Board and Membership Meetings)	01 January through 31 March	20 April
1st Quarter Compliance Checklist	For the period ending 31 March	20 April
Updated POC listing	Provide current list of POC's	20 April
2nd Quarter Balance Sheet	For the period ending 30 June	20 July
2nd Quarter Meeting Minutes (Board and Membership Meetings)	01 April through 30 June	20 July
2nd Quarter Compliance Checklist	For the period ending 30 June	20 July
Updated POC listing	Provide current list of POC's	20 July
3rd Quarter Balance Sheet	For the period ending 30 September	20 October
3rd Quarter Meeting Minutes (Board and Membership Meetings)	01 July through 30 September	20 October
3rd Quarter Compliance Checklist	For the period ending 30 September	20 October
Updated POC listing	Provide current list of POC's	20 October
4th Quarter Balance Sheet	For the period ending 31 December	20 January
4th Quarter Meeting Minutes	01 October through 31 December	20 January
4th Quarter Compliance Checklist	For the period ending 31 December	20 January
Updated POC listing	Provide current list of POC's	20 January

<b>ANNUALLY:</b>		
POs that have gross annual revenues of less than \$50,000 must provide an annual financial statement to MCCS no later than 45 days following the end of their designated reporting period.	Annual Financial Statement	15 February
POs with gross annual revenues of \$50,000+ must have an annual financial review conducted by a certified auditor or accountant.	Annual Financial Review	15 February
Annual Budget Forecast	01 January through 31 December	15 February
Review Constitution and Bylaws and update as necessary		Annually