

# CALENDAR

MONTH	DAY	BUDGET and ACTIVITY TASKS
JANUARY		<ul style="list-style-type: none"> <li>Start Planning for Next Fiscal Year</li> <li>Quarterly Review</li> <li>Society Monthly Financial Interface Task - QuickBooks</li> <li>Society Monthly Financial Interface Task - Sage50</li> </ul>
	15 31	<ul style="list-style-type: none"> <li>Society Payroll Remittance (monthly, quarterly)</li> <li>Financial Interface Submission due (quarterly)</li> </ul>
FEBRUARY		<ul style="list-style-type: none"> <li>Society Monthly Financial Interface Task - QuickBooks</li> <li>Society Monthly Financial Interface Task - Sage50</li> <li>Continue Planning for next Fiscal Year</li> </ul>
	15	<ul style="list-style-type: none"> <li>Society Payroll Remittance (monthly, quarterly)</li> </ul>
MARCH		<ul style="list-style-type: none"> <li>FEMS Year End Activities</li> <li>Society Monthly Financial Interface Task - QuickBooks</li> <li>Society Monthly Financial Interface Task - Sage50</li> <li>Report on Engagement Activity Progress</li> <li>Year-End Evaluation</li> </ul>
	15 31	<ul style="list-style-type: none"> <li>Society Payroll Remittance (monthly, quarterly)</li> <li>Complete Planning for next Fiscal Year</li> </ul>
APRIL		<ul style="list-style-type: none"> <li>Society Monthly Financial Interface Task - QuickBooks</li> <li>Society Monthly Financial Interface Task - Sage50</li> <li>Quarterly Review</li> </ul>
	1	<ul style="list-style-type: none"> <li>Set up Annual Projects in FEMS, allocate budget</li> </ul>
	15 15	<ul style="list-style-type: none"> <li>SEAT Report submission due (biannually)</li> <li>Society Payroll Remittance (monthly, quarterly)</li> </ul>
MAY		<ul style="list-style-type: none"> <li>Society Year-End Financial Interface Submission</li> <li>Society Monthly Financial Interface Task - QuickBooks</li> <li>Society Monthly Financial Interface Task - Sage50</li> </ul>
	15 30	<ul style="list-style-type: none"> <li>Society Payroll Remittance (monthly, quarterly)</li> <li>Year-End Financial Interface Submission due</li> </ul>
JUNE		<ul style="list-style-type: none"> <li>Society Monthly Financial Interface Task - QuickBooks</li> <li>Society Monthly Financial Interface Task - Sage50</li> </ul>
	15	<ul style="list-style-type: none"> <li>Society Payroll Remittance (monthly, quarterly)</li> </ul>

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MONTH	DAY	BUDGET and ACTIVITY TASKS
JULY		<ul style="list-style-type: none"> <li>• Society Monthly Financial Interface Task - QuickBooks</li> <li>• Society Monthly Financial Interface Task - Sage50</li> <li>• Quarterly Review</li> </ul>
	15 31	<ul style="list-style-type: none"> <li>• Society Payroll Remittance (monthly, quarterly)</li> <li>• Financial Interface Submission due (quarterly)</li> </ul>
AUGUST		<ul style="list-style-type: none"> <li>• Society Monthly Financial Interface Task - QuickBooks</li> <li>• Society Monthly Financial Interface Task - Sage50</li> </ul>
	15	<ul style="list-style-type: none"> <li>• Society Payroll Remittance (monthly, quarterly)</li> </ul>
SEPTEMBER		<ul style="list-style-type: none"> <li>• Society Monthly Financial Interface Task - QuickBooks</li> <li>• Society Monthly Financial Interface Task - Sage50</li> </ul>
	15	<ul style="list-style-type: none"> <li>• Society Payroll Remittance (monthly, quarterly)</li> </ul>
OCTOBER		<ul style="list-style-type: none"> <li>• Society Monthly Financial Interface Task - QuickBooks</li> <li>• Society Monthly Financial Interface Task - Sage50</li> <li>• Quarterly Review</li> </ul>
	15	<ul style="list-style-type: none"> <li>• SEAT Report submission due (biannually)</li> </ul>
	15	<ul style="list-style-type: none"> <li>• Society Payroll Remittance (monthly, quarterly)</li> </ul>
	31	<ul style="list-style-type: none"> <li>• Financial Interface Submission due (quarterly)</li> </ul>
NOVEMBER		<ul style="list-style-type: none"> <li>• Society Monthly Financial Interface Task - QuickBooks</li> <li>• Society Monthly Financial Interface Task - Sage50</li> </ul>
	15	<ul style="list-style-type: none"> <li>• Society Payroll Remittance (monthly, quarterly)</li> </ul>
DECEMBER		<ul style="list-style-type: none"> <li>• Society Monthly Financial Interface Task - QuickBooks</li> <li>• Society Monthly Financial Interface Task - Sage50</li> </ul>
	15	<ul style="list-style-type: none"> <li>• Society Payroll Remittance (monthly, quarterly)</li> </ul>