|  |  |  |
| --- | --- | --- |
| **CEF Reports and Forms Due** | **Local to****State** | **State to****USA****Ministries** |
| **MONTHLY** |
|  Administrative support for the previous month | X | X |
|  Agenda, director’s report and minutes of each meeting | X | All state board minutes |
|  Monthly financial statement | X | X |
|  Statistical Report (R-11b-d instructions) | Online | Online |
|  Staff Report (R-11a instructions) | X |  |
| **ANNUALLY (All compliance forms are for prior calendar year, NOT ministry year.)** [**See 500.8.2**] |
| **By January 1 –** Send W-9 for services or rent | X |  |
| **January 1 –** Budget (state) and Strategic Plan (state) |  | X |
| **Jan. 15 –** Conflict of Interest Declaration Compliance Form (R-25)  | X |  |
| **Jan. 30 –** Conflict of Interest Declaration Compliance Form (R-26)  |  | X |
| **Jan. 15 –** State list of board and local committee members (R-15) |  | X |
| **Feb. 15 –** All information for Form 990: End of Year Financial Report (R-52), Trial Balance Report, Income and Expense Report | X |  |
| **March 15 (state)** – State Director Performance Review (R-45) & Individual Development Plan (R-46) |  | X |
| **March 31 (local) –** Child Protection Policy Compliance Verification (R-22) | X |  |
| **March 31 (local) –** Worker’s Compliance Agreement Verification (R-49) | X |  |
| **April 15 (state) –** Child Protection Policy Compliance Verification (R-22a) |  | X |
| **April 15 (state) –** Worker’s Compliance Agreement Verification (R-50) |  | X |
| **April 15 (local) –** End of Year Accountability Form (R-17) | X |  |
| **May 15 (local) –** Governance and Legal Compliance Verification (R-58)* Requires completion of R-51
 | X |  |
| **May 15 (state) –** End of Year Accountability Form (R-17) |  | X |
| **June 1 (state) –** Governance and Legal Compliance Verification (R-58a)* Requires completion of R-51a
 |  | X |
| **October 1** – State Strategic Plan sent to local chapters. | State office to local chapters |
| **November 15 –** Budget (local) and Strategic Plan (local) | X |  |
| **Keep current** |
| R-13 – Chapter Contact Information Changes (chapter submits information to state office and state office completes R-Form) |  | online |
| R-14 **–** Personnel changes including titles, work email, employment status (chapter submits information to state office and state office completes R-Form) |  | online |
| R-15 **–** State list of board and local committee members |  | X |
| Approved Committee Minutes—within a week after approval | X |  |
| Approved State Board Minutes—within a week after approval |  | X |