

## Sample Co-op Annual Financial Calendar

MONTH OF FISCAL YEAR	ACTIVITY REQUIRED
9	Begin collecting data for preparation of budget for next fiscal year; Review year-to-date financial figures
10	Finalize budget; call general meeting for approval of budget and corresponding housing charges
10	Ensure all members are notified of maximum housing charge changes resulting from budget
11	Conduct income verification for subsidized members; determine housing charges for subsidized members for coming year
12	Ensure minute book, shares register are up-to-date for the fiscal year end
1	Ensure bookkeeper has budget figures for new year Ensure general ledger is complete for prior year Ensure preparation of schedules and working papers are begun for co-op annual audit; set date for annual audit to begin
2	Usual month for prior year audit to take place (can be as late as 3 <sup>rd</sup> month.) Review audited statements (finance/audit committee)
3	Board approves audited financial statements. Set date for Co-op Annual General Meeting. Ensure 14 days' notice is provided, audited financial statements are circulated to members
4	Hold AGM if not done in 3 <sup>rd</sup> month; meet annual reporting requirements from regulator
6	Conduct semi-annual analysis of financial performance to-date: both operating and capital budgets; compare budgets, adjust if needed