



To support, promote, enhance and protect The Legacy Trail, a Sarasota County Park, and its trail connectors now and for future generations.

Master Calendar

JANUARY

- 18th Quarterly Sales Tax Due (Q 4 sales)

FEBRUARY

- 1st Annual Report Due Sarasota County for Prior Fiscal Year
- 1st Begin Rebuilding the Tour de Parks Sponsor Page on Website
- 15th Federal/State Tax Return Due

MARCH

- TdP Planning Committee Meeting (Final meeting before event)
- Tour de Parks Event
- Officer/Director Nominating Committee to be Formed

APRIL

- 1st Website Sponsor Page Updated; Corresponding Changes Made to Bicycle Rental Page
- 18th Quarterly Sales Tax Due (Q 1 sales)

MAY

- Elect Directors and Officers

JUNE

- 1st Term Begins for Directors and Officers
- Begin Budget Process (Budget vs. Actual - YTD)

JULY

- 18th Quarterly Sales Tax Due (Q 2 sales)
- Distribute and Sign Annual Conflict of Interest Policy Statement

AUGUST

- 1st Provide General Liability Insurance Evidence to County
- State Charitable Solicitation Permit Expires
- 31st, Committee Proposed Budgets Due for Next Fiscal Year

SEPTEMBER

- TdP Planning Committee Meeting (Kick-off meeting to plan for upcoming event)
- Approve Budget for Next Fiscal Year

- 31st Fiscal Year Ends

OCTOBER

- 1st Fundraising Plan Due Sarasota County
- 18th Quarterly Sales Tax Due (Q 3 sales)

NOVEMBER

DECEMBER

- TdP Planning Committee Meeting (Solidify plans for event)

GENERAL

Fiscal Year is October 1 through September 30

Board Meetings to be held the second Monday of the Month

President:

Send draft Board meeting agenda one week before meeting

Treasurer:

Monthly Financial Reporting

- 2nd, download bank statements (Chase)
- 5th, breakdown expenses and deposits (send to bookkeeper)
- prior to Board Meeting (usually the 10th), prepare Board and Highlight Reports

Secretary:

Within One Week Following Board Meeting, Prepare Draft of Board Meeting Minutes

Following Every Board Meeting, File in a Folder on the Google Drive Archive

- Approved Board Meeting Minutes,
- All Consent Agenda Reports
- All Other Meeting-related Items