

## **Annual Timeline for Guild Functions**

### **General**

The Fiscal Year runs from January 1st through the end of the year.  
Board Members hold office from July 1st to June 30th.  
General Guild Meetings are held on the Second Saturday of the month.  
The Annual Guild Meeting is held on the Second Saturday of June.  
Board Meetings to be held a minimum of 4 times a year. December, June plus 2 other floating meetings.

### **January**

Annual Dues collected from members.  
File 1099s for previous year's presenters if paid more than \$600.  
File IRS form 990 - deadline May 15th.  
File CA RRF-1  
File CA tax form if needed.  
Submit CA Statement of Information <https://businessfilings.sos.ca.gov>

### **February**

President appoints Nominating Committee.  
First payment for Annual Retreat collected from members.  
Groundwork for Open House set in place.

### **March**

Finalization of details for Open House.

### **April**

Open House

### **May**

Nominating committee submits slate of candidates.  
Second installment payment for Annual Retreat collected from members.

### **June**

World Wide Knit in Public Day.  
Annual General Meeting and Election of Board Members.  
Board Meeting to be held the week following the Annual General Meeting  
Transfer of powers from outgoing members to incoming members.  
Plan educational components of general meeting for following 6 months.  
Pass PO Box key to the incoming board member.

Change names on bank account as needed.  
File Fed 8822-B "Responsible Party" form as needed.  
File CA RA-100 form to change agent as needed.

### **August**

Final Installment collected for Annual Retreat from members.  
Pay annual fee for PO box. Currently \$65.  
Request 1099s from IRS website for presenters in current year.

### **September/October**

Annual Retreat.  
Board Meeting.  
Plan for following year's retreat.

### **November**

Plan for annual holiday party.

### **December**

Board Meeting  
Board approves Annual Budget.  
Plan educational components of general meetings for following 6 months.  
Board determines if Annual Open House to be held.  
Annual Holiday Party - held on General Guild Meeting date.