**Master NPC Calendar of Events**

1. **Quarters & Fiscal Years**

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| **QUARTER** | **CALENDAR** | **FEDERAL** | **S T A T E** |
| **1** | Jan 1 – Mar 30 | Oct 1 – Dec 31 | Jul 1 – Sep 30 | ***Exceptions:*** |
| **2** | Apr 1 – Jun 30 | Jan 1 – Mar 30 | Oct 1 – Dec 31 | *Texas: Sep 1 – Aug 31**Alabama & Michigan: Oct 1 – Sep 30* |
| **3** | Jul 1 – Sep 30 | Apr 1 – June 30 | Jan 1 – Mar 30 |
| **4** | Oct 1 – Dec 31 | July 1 – Sep 30 | Apr 1 – Jun 30 |

1. **Events By-Month**

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| **MONTH** | **IMPORTANT EVENTS** |
| January |   Start of new Fiscal Year (*varies by NPC’s By-Laws*)  Prepare annual administrative budget (*depends on Fiscal Year*)  NPC Quarterly Board Meeting (*varies by NPC’s By-Laws*)  Confirm and implement annual job performance review schedule   Publish monthly NPC financial statements  Publish monthly financial reports to PI’s |
| February |   Complete annual single audit (*depends on Fiscal Year*)   Publish monthly NPC financial statements  Publish monthly financial reports to PI’s   Take a day out-of-office to: (*depends on your needs*)  Give yourself kudos for successes   Acknowledge your shortcomings  Identify time & resources needed to address your shortcomings   Initiate collegial contact with at least one board member for one-on-one dialogue (*depends on your needs*) |
| March |   Review NPC compliance w/VHA Handbook 1200.17  Review Handbook & Title 38 USC: all board members & key staff   Complete annual COI training: all board members, key staff & regular staff   Complete “Mandatory Internal Controls” training w/in 90 days of start: all board members & key staff   Complete NPC’s “Nondisclosure Agreement” w/in 15 days of start: all key staff & regular staff  Publish monthly NPC financial statements  Publish monthly financial reports to PI’s |
| April |   NPC Quarterly Board Meeting (*varies by NPC’s By-Laws*)  Secure board approval on annual single audit (*depends on Fiscal Year*)  Annual 990 Tax Return (*depends on Fiscal Year*)  Begin NPC Annual Report for NPPO  Publish monthly NPC financial statements  Publish monthly financial reports to PI’s  Initiate collegial contact with at least one board member for one-on-one dialogue (*depends on your needs*) |
| May |   Review & revise administrative budget, if necessary (*depends on Fiscal Year*)  Complete NPC Annual Report for NPPO  Publish monthly NPC financial statements  Publish monthly financial reports to PI’s  Initiate collegial contact with at least one board member for one-on-one dialogue |
| June |   June 1st: NPC Annual Report Due to NPPO  NAVREF annual membership dues  Publish monthly NPC financial statements  Publish monthly financial reports to PI’s  Take a day out-of-office to: (*depends on your needs*)  Give yourself kudos for successes   Acknowledge your shortcomings  Identify time & resources needed to address your shortcomings   Initiate collegial contact with at least one board member for one-on-one dialogue (*depends on your needs*) |
| July |   NPC Quarterly Board Meeting (*varies by NPC’s By-Laws*)  Publish monthly NPC financial statements  Publish monthly financial reports to PI’s |
| August |   Publish monthly NPC financial statements  Publish monthly financial reports to PI’s  Initiate collegial contact with at least one board member for one-on-one dialogue (*depends on your needs*) |
| September |   NAVREF Annual Conference  Publish monthly NPC financial statements  Publish monthly financial reports to PI’s  Take a day out-of-office to: (*depends on your needs*)  Give yourself kudos for successes   Acknowledge your shortcomings  Identify time & resources needed to address your shortcomings  |
| October |   NPC Quarterly Board Meeting (*varies by NPC’s By-Laws*)  Secure board approval for upcoming single audit (*depends on Fiscal Year*)  Publish monthly NPC financial statements  Publish monthly financial reports to PI’s  Initiate collegial contact with at least one board member for one-on-one dialogue (*depends on your needs*) |
| November |   Express appreciation & thanks to your research partners  Formally engage auditor (*depends on Fiscal Year*)  Publish monthly NPC financial statements  Publish monthly financial reports to PI’s |
| December |   Celebrate Holidays  Publish monthly NPC financial statements  Publish monthly financial reports to PI’s  Take a day out-of-office to: (*depends on your needs*)  Give yourself kudos for successes   Acknowledge your shortcomings  Identify time & resources needed to address your shortcomings   Initiate collegial contact with at least one board member for one-on-one dialogue (*depends on your needs*) |