

Perpetual Management Activity and Planning Calendar

The following document outlines the management planning and activity calendar for the Centre. The calendar covers tasks for the following areas:

- Long term strategic planning
- Short term business planning (business improvement plan)
- Program performance planning (annual outcomes reporting)
- Financial planning
- Human resources planning
- Accessibility planning
- Risk management planning
- Technology planning
- Health and Safety
- Planning for cultural competency and diversity
- Board governance planning.

Goal of the document is for shared understanding of when work is to be done. Document is to be used to develop weekly work plans, assist in succession planning both emergent and long term and as a record of when work is completed.

Monthly Administration Accounting work-

- 1. Payroll is done mid- month and end of month.**
- 2. Accounts payable done two times per month.**
- 3. Invoices for ABS- Life Skills and School District done monthly by second week of the month.**
- 4. Bank reconciliations done by third week of the month.**
- 5. Monthly budget reviews ready for the 10th of each month. – third week of each month is when ED and program managers will meet to review budgets and program outcomes.**
- 6. Pre-school and day billings completed- Kid's Place, Kildala and Cormorant. Done by first 10 days of the month.**
- 7. Verify subsidy payments monthly.**
- 8. CCOF done by the 10th of the month.**
- 9. Child care subsidy confirmed and billed.**
- 10. Time sheets to billings cross checked monthly and quarterly second check for accuracy.**
- 11. Bank deposits – weekly**
 - a. Monthly reconciliation of bank statements – by the 15th of the month so budgets can be reviewed.**
 - b. On line balance check**
 - c. On line transfer to investment account – report quarterly to the board on investments. Annually board to make financial motion re: use of investment income.**
- 12. Monthly hours of work summarized for each program**
- 13. Balance petty cash**
- 14. Criminal record checks**
- 15. Journal entries – daily- facilities charged out monthly- administration charges done monthly.**
- 16. Sick pay and vacation pay calculations done monthly.**

January			
#	Task	Responsibility	Completed
	Practice a Health and Safety Drill. Safety Drills reviewed.		
	Monthly Program reviews.		
	Annual staff satisfaction survey.		
	Set schedule for annual review of all policies and procedures.		
	Monitor strategic plan for ensuring plan is aligned with mission, principles and current environmental impacts.		
	Monitor all those receiving services have completed individual service plans.		
	Marketing plan including web site and promotional materials reviewed.		
	Review of investments.		
	Board Meeting – review risk management		
	Staff bulletin – weekly		
	Review perpetual calendar and update for current year		
	Review ACCESSIBILITY PLAN		
	Interagency meeting		
	Remind staff to review their personnel goals.		
	Set schedule for grant proposal reviews – RB – Lotteries.		

Financial Administration Tasks for January

- 1. T4's given to all staff.**
- 2. Reconcile RRSP's**
- 3. Review benefits and provide report to Executive Director.**
- 4. Annual business licenses to be renewed.**
- 5. GST and WCB remittances.**
- 6. Healthy Babies (120 and 122) Cash flow report (GL) due January 10th**

February			
#	Task	Responsibility	Completed
	Investment review.		
	File audit		
	Contract reviews in preparation for annual audit. Program Budgets must be completed prior to year end. March is year end.		
	Board meeting – Risk Management plan to be reviewed.		
	Review all personnel files for completeness.		
	Review and update ACCESSIBILITY PLAN		
	Insurance Review to be completed.		
	Every 2 years complete benchmarking study of wages and benefits.		
	Outcomes reports – satisfaction surveys or focus groups organized.		
	Staff satisfaction surveys to be completed.		
	Determine staff training –team day schedule.		
	BCACDI meeting Vancouver.		
	Start full audit of all person served files.		
	Review new CARF Standards.		
	Insurance review completed.		

February Financial Administration tasks.

- 1. Initiate requests for information from program managers for preparation of annual operating budgets.**
- 2. Remind staff all expenses must be submitted prior to March 31st as this is year end for the Centre.**
- 3. Letters prepared to go to funders in regards to our audit.**
- 4. Contact McAlpine for list of required documents for the audit.**

March			
#	Task	Responsibility	Completed
	Financial Year end.		
	Health and safety inspections and drills.		
	Health and Safety meeting		
	Audit Volunteer personnel files.		
	Health and Safety meeting.		
	Review policies -		
	Review plans- building plan.		
	Advertise for potential board members for the June AGM		
	Board meeting –board to review current bylaws and start AGM planning.		
	Review annual reports and prepare staff for report deadlines.		
	Interagency meeting.		
	Set dates for CARF reviews – education of staff etc.		
	Update succession plans.		

March Financial Administration task

- 1. HST-GST to be reconciled.**
- 2. Review telephone costs and develop strategy re: cost containment.**

April			
#	Task	Responsibility	Completed
	Annual Financial Audit	Executive Director – Finance	
	Human Resources – tax forms,		
	Review new CARF standards for 2013		
	Review all program sustainability plans.		
	Policy Review		
	Plan Review.		
	Board meeting		
	Web site update		
	Look at summer student applications for funding.		
	Review all program sustainability plans		
	Policy review		
	Plan review.		

April Financial Administration tasks.

1. **Healthy Babies (120 and 122) cash flow (G/L) due April 10th**

May			
#	Task	Responsibility	Completed
	Prepare Annual General Meeting Report	Executive Director, Board President and all staff.	
	Practice Health and Safety Drill	Admin and Health and Safety Committee.	
	Health and Safety meeting.		
	Monthly Review of program progress – outcomes/outputs and qualitative information.		
	Policy Review -	Administration and board if board policy	
	Plan Review- Technology plan reviewed.	Administration – all staff.	
	Annual summary of satisfaction surveys – Participant surveys.	Administration.	
	Benefits and insurance review		
	Set annual staff –centre clean up day.		
	Board meeting – board succession planning – new board member recruitment.		
	Interagency meeting		
	On receipt of new CARF standards update CARF files.		

May Financial Administration tasks.

June			
#	Task	Responsibility	Completed.
	Monthly review of program progress- outcomes – outputs and qualitative information.		
	Annual Performance Reviews of all staff. – check emergency contact info, criminal record check, drivers license information		
	Review of all job descriptions.		
	Apply for CARF accreditation – date expected is November/December 2013		
	Annual meeting of the Society.		
	MCFD contracts renewed for 2013 – 2014		
	Review Investments.		
	Board meeting – motion re: operating over the summer		
	MCFD contracts end 2013		
	Personnel performance reviews completed including review of all job descriptions.		
	Web site updated		
	Determine if we do the Canada Day Parade and Kids Zone.		
	Submit Society reports after the AGM.		
	Succession plan reviewed including questionnaire to potential leaving staff.		
	Possible full staff meeting		
	Review annual business improvement plan and update as needed.		

June Financial Administration task.

Monthly

July			
#	Task	Responsibility	Completed
	Clean all personnel files and files moved to storage. Review records retention policy.		
	Health and Safety meeting		
	Policy Review		
	Plan Review		
	Chart audit		
	Accreditation meeting.		
	Audit personnel files to ensure all performance reviews were completed in June.		

Canada Day Parade.

June Financial Administration Tasks.

- 1. Healthy Babies (120 & 122) cash flow (G/L) due July 10th**

August			
#	Task	Responsibility	Completed
	Summer clean up.		
	Clean up computer files		
	External Fire extinguisher review to be done.		

Fish Derby

August Financial Administration tasks.

September			
#	Task	Responsibility	Completed
	Board meeting – new board member orientation – set board education goals for the year. Possibly Auditor provide board education and review of audited statement.	E.D and Board of Directors.	
	Board motions for internally restricted funds. – contributed surplus.	Board of Directors.	
	Yearly review of staff training topics.	Administration	
	Review of financial management – budget, update and maintain financial policies.	Administration and Board of Directors.	
	Review of mission, vision and codes of conduct.	All staff and board members.	
	Pre-school and out of school care start up.		
	Executive Directors Performance Review.	Board of Directors.	
	Employ snow student to shovel snow.		
	BCACDI Provincial meeting.		
	Plan review		
	Accreditation meeting		
	Health and safety meeting.		
	Inform staff of plans for school breaks-xmas and spring break calendar.		

September

October			
#	Task	Responsibility	Completed
	Review CARF standards		
	Web site updated.		
	Annual Telethon.		

October

- 1. Healthy Babies (120 & 122) cash flow (G/L) due October 10th**

November			
#	Task	Responsibility	Completed
	Possible Accreditation survey date		
	Fire extinguisher external review.		
	Health and Safety meeting		
	Policy review		
	Plan review		
	Accreditation meeting.		
	Board meeting.		

November Specific Monthly tasks

December			
#	Task	Responsibility	Completed
	Possible Accreditation survey date.		
	CARF annual compliance form is to be completed.		
	Reconcile flex time and remind staff of policy and must be used by year end.		
	File book of motions for the Board.		
	Administration filing cabinet clean up.		
	Banking review.		
	Set annual goals.		
	Policy Review		
	Plan Review.		
	Board appreciation meeting.		
	Filing system update and review – clean off shared drive.		
	CARF QUAP report is due.		

December

Payroll Dates

2013

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
JANUARY							FEBRUARY							MARCH							APRIL								
	1	2	3	4	5	6					1	2	3						1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30							
MAY							JUNE							JULY							AUGUST								
			1	2	3	4	5						1	2	1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31			
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER								
						1		1	2	3	4	5	6					1	2	3							1		
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22		
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29			
30														30	31						30	31							

January 7th and 22nd

February 6 and 19

March 7 and 20th

April 5th and 19th

May 7th and 22nd

June 6th and 19th

July 5th and 22nd

August 7th and 22nd

September 5th and 19th

October 4th and 22nd

November 6th and 20th

December 5th and 18th

Accreditation – Program Task and Information Flow chart

U
n
i
v
e
r
s
i
t
y
o
f
T
e
x
a
s
A
n
d
A
s
t
o
r
i
a
n
S
t
a
t
e
S
y
s
t
e
m
s