**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*) |