

CALENDAR OF MONMOUTH u3a ANNUAL ACTIONS

	Item	Last actioned	Next action
January	Upload annual insurance cover note from TAT to Monmouth u3a website		
February	Domain expires 1 st Early in month – convenor meeting Charity commission accounts for previous financial year (by 31 st March latest)	2023	2025
March	TAT magazine renewals		
April	Submit TAT return 1 st April Pay TAT subscription 18 th – request copy of CrossFIT insurance renewal		
May	30 th – request copy of YogaAlliance Insurance Renewal		
June	Early in month – convenor meeting 30 th - End of financial year		
July	Submit Gift Aid claim Safeguarding documents review		
August	Role profiles review Info for new trustees review (in preparation for AGM)		
September	Send out AGM notification to members at least 21 days before AGM Send completed year-end figures to external reviewer & finalise accounts Send magazine to Nat. Library of Wales		
October	1 st - start of membership year Early in month – Convenor meeting AGM Website hosting by SiteGround renewal	27 th 2022	27 th 2023
November			
December			