

CALENDAR OF MONMOUTH u3a ANNUAL ACTIONS

	Item	Last actioned	Next action
January	Upload annual insurance cover note from TAT to Monmouth u3a website GDPR doc. Review		
February	Domain expires 1 st Charity commission accounts for previous financial year (by 31 st March latest)	2023	2025
March	TAT magazine renewals Privacy Policy review		
April	Submit TAT return Safeguarding doc. review		
May	Guidelines for Convenors review		
June	30 th - End of financial year Constitution review Terms & Conditions review		
July	Submit Gift Aid claim Info. for new trustees review		
August			
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 AGM Website hosting by SiteGround renewal Role profiles review	27 th 2022	27 th 2023
November	Policy statement review		
December	Rolling calendar review External tutor form review		