



## FLOTILLA ADMINISTRATION - KEY DATES

<b>MONTH</b>	<b>TASK</b>
January	7025 Financial Report of an Auxiliary Unit + Inventory (PE & PPE) to DCDR by 31 JAN Audit Committee Report at Flotilla Meeting Appointment / Swearing in of FSOs at Flotilla Meeting
March	Annual Dues notices to Members (National, District, Division & Flotilla for the next Fiscal Year)
June	Annual Dues are due by 15 JUN Payments to Division & District by FSO-FN by 30 JUN
July	Appointment of FC/VFC Candidate Screening Committee (90 days prior to elections)
August	FC/VFC Letters of Intent to Run for Office to Screening Committee (60 days prior to elections)
September	FC/VFC Candidate Report at Flotilla meeting (30 days prior to elections)
October	Notify DCDR of FC/VC Elections 15 days prior to Flotilla Meeting date Send Candidate Report to Flotilla Members 7 days prior to Meeting date Election of FC & VFC – Highest Ranking Officer Presiding
November	Appoint Audit / Budget Committee
December	7007 Annual Unit Officers (Elected & Appointed) Report to SO-IS by 20DEC D1NR Directory Information Sheet to COMO Belmore; she will send form