

**NCACPA
Timeline - Budget 2021**

Day	Date	Description	Who
Wed	12/4/2019	Announcement of upcoming budget at staff meeting	Nikki
Fr	1/3/2020	December accruals due	PD/MES
Various		Send out YTD v. annual budget & PY info to staff	Nikki/Tammy
Wed	1/15/2020	BOD Meeting - presentation of YTD financial statements for BOD input into budget results for 2021	Nikki Executive Team Managers
NCACPA budgets due to Nikki - see below for meeting times			
Fr	1/10/2020	Review Membership budget	Teka/Nikki
Thurs	1/23/2020	Review Peer Review Budget	Mary/Nikki
Mon	1/27/2020	Review Communications budget	Allie/Lorrie/Nikki
Mon	1/27/2020	Review Member Community budget	Teka/Holly/Mia/Nikki
Mon	1/27/2020	Review Member Engagement budget	Teka/Holly/Mia/Nikki
Tues	1/28/2020	Review PD - Conference budgets	Amelia/Jackie/Daniel/Katie Kristy/Madison/Nikki
Wed	1/29/2020	Review Facilities budget	Linda/Nikki
Wed	1/29/2020	Review PD - Seminars/Workshop budgets	Amelia/Jackie/Daniel/Katie
Wed	1/29/2020	Executive - Advocacy/Board	Sharon/Moira/Nikki
Fr	1/31/2020	Committee budgets due to NCACPA (Action Plans due April 30, 2020)	Staff Liaisons
Mon	2/3/2020	Dues/Travel/Training department budgets due	Management Team
Mon	2/3/2020	Review IT budget	Linda/Mark/Nikki
Tues	2/4/2020	Review Personnel budget	Mark/Nikki
Tues	2/4/2020	Review PD - CCE budget	Mark/Nikki
Wed	2/5/2020	Review PD - Online Learning budget	Amelia/Jackie/Katie/Daniel/Nikki
Mon	2/10/2020	Present NCACPA budget to Management Team	Nikki Management Team
Wed	2/19/2020	Email budget packets to Executive Committee	Lisa/Nikki
Wed	2/26/2020	Executive Committee budget meeting	Management Team
Wed	3/11/2020	Budget to Lisa for BOD packets	Lisa/Nikki
Wed	3/18/2020	Final presentation to BOD	Nikki/Shawana Hudson (Treasurer)

**please factor in the amount of time needed for your manager and/or director to review before final submission to Nikki