



Fundraising and Development Compliance Calendar

Revised date: 3/31/2017

Compliance partner: Steve Shipp

Due Date	Report Name	Previous Reporting Period	Previous Report Date	Next Report Due
January	Distribution report	monthly		
	Donor report	monthly		
	Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
February	Info for BOR reports	quarterly		
	Distribution report, Donor report, Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
March	Distribution report	monthly		
	Donor report	monthly		
	Monthly report- to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
April	Distribution report	monthly		
	Donor report	monthly		
	Monthly report- to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
May	Info for BOR reports	quarterly		
	Distribution report	monthly		
	Donor report, Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
June	Distribution report	monthly		
	Donor report	monthly		
	Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
July	Distribution report	monthly		
	Donor report	monthly		
	Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		

Due Date	Report Name	Previous Reporting Period	Previous Report Date	Next Report Due
August	Info for BOR reports	quarterly		
	Distribution report	monthly		
	Donor report, Monthly report- to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
September	Distribution report	monthly		
	Donor report, Monthly report –to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
October	Distribution report	monthly		
	Donor report	monthly		
	Monthly report-to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
November	Info for BOR reports	quarterly		
	Distribution report	monthly		
	Donor report	monthly		
	Monthly report	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		
December	Distribution report, Donor report, Monthly report- to VP	monthly		
	Contact Report 4X	monthly		
	Future Report 2X	monthly		