

Dispute Resolution Center Board of Directors

Compliance Calendar

Federal	January	February	March	April	May	June	July	August	September	October	November	December
IRS 990												
IRS Employment Liabilities												
State												
Business License												
Secretary of State Corp Filing												
Secretary of State Charitable Org												
L&I Payroll Liabilities												
Employment Security Payroll Liabilities												
Excise Tax												
OSPI Clock Hours												
County												
B&O Property Tax to Assessor												
Personal Property Listing (no payment)												
City												
Business License (endorsement on state)												
Board Self-Compliance												
Set Annual Board Education Calendar												
Review Quarterly Operations Report (SP)												
Directors & Officers Insurance Renewed												
Elect Officers (annual meeting)												
Change Signatories at Bank												
Draft Annual Budget (retreat)												
Conflict of Interest Signed												
Adopt Annual Budget												
Policies Reviewed												
<i>Accounting</i>												
<i>Investment</i>												
<i>Legacy Fund</i>												
<i>Personnel</i>												
<i>Anti-Harassment</i>												
<i>Whistleblower</i>												
<i>Youth (new)</i>												
<i>Bylaws</i>												
<i>Conflict of Interest</i>												
<i>Board & Officer Job Desc.</i>												
<i>Fee Schedule</i>												
<i>Scope of Services</i>												
<i>Records Retention</i>												