

DUE DATE	REPORTS	REPORT TO:	Done by
<b>DISTRICT</b>			
Jan 10th	News for District Newsletter	District Communications Co	Local Presidents / District Mission Team
Jun 10th			
Mar 10th			
Sept 30th			
Jan 15th	District Directory	District Mission Team, Local Presidents, Conference Mission Team & District Superintendent	District Secretary
Jan 15th	Deceased Members Names for preceding year	Conference MNO, Conference Spiritual Co., District Spiritual Co & District President	District MNO
Feb 15th	Preceding Year Financial Material for AUDIT	Conference Treasurer	District Treasurer
June 15th	District Budget (passed by district mission team prior)	Conference Treasurer	District Treasurer
1 <sup>st</sup> Sat. Nov.	District Presidents & Treasurers Officer Training	Conference President & Conference Treasurer	District Presidents & District Treasurers
Dec 10th	District Officer List for Next Year	All Conference Officers & District Superintendent; all District Mission Team	District Secretary
Dec 10th	Consolidated Presidents Report	Conference President	District President
All Year, but last one Nov. 30	District Treasurer Remits	Conference Treasurer	District Treasurer
<b>LOCAL</b>			
All year - last amount Nov 20th	Local Treasurer's Reports: Remit which includes all giving sent to District	District Treasurer	Local Treasurer
Jan 10th	Alert (conference newsletter) Subscriptions (email free) & District Newsletter	Conference Communications & District Communications	Local Secretary
Jan 10th	Deceased Members Names	District MNO Coordinator	Local MNO
Nov. 20	All local funds for 5-Star Unit	District Treasurer	Local Treasurer
Nov. 30	Consolidated President's Report includes all reporting	District President	Local President
Nov. 30	Local Unit Officer List for Next Year	District Secretary & President	Local Secretary

***If a particular officer cannot or does not do a particular report, then the President should do it. Reports are important for record keeping and awards. Even if you do not have a particular item done, please still send in a report, just mark none to report. Thanks.***