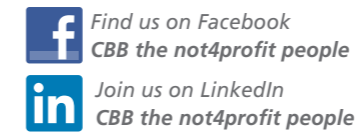
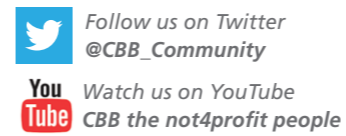


2016 YOUR NFP PLANNER



JANUARY

- Previous quarter PAYG due
- Monthly activity statement for previous month due
- ACNC Annual Information Statement for previous financial year (30/6) due end of month
- Do you have an obligation to lodge an annual statement with ASIC?
- Do you have an obligation to lodge statements with ORIC? Have you created a schedule of policies to be reviewed over the next 12 months?
- Do you have an obligation to submit project/program acquittals?
- Advise CBB of any changes of payday due to the holidays

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

● New Year's Day (1) ● Australia Day (26)

NOTES

FEBRUARY

- Eligible previous quarter activity statement due
- Monthly activity statement for previous month due
- Quarterly superannuation guarantee charge statement due
- Are your strategic documents in need of review?
- Have you commenced the financial budgeting cycle for the next financial year?
- Have you appointed an auditor?
- Do you have service level agreements/contracts to be reviewed?

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

NOTES

MARCH

- Monthly activity statement for previous month due
- Are performance reviews due?
- Are remuneration levels and employment contracts due to be renegotiated?
- End of FBT year (31)

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

● Good Friday (25) ● Easter Monday (28)

NOTES

APRIL

- Previous quarter PAYG due
- Monthly activity statement for previous month due
- Does your Constitution need updating?
- What Board training and staff training is to be scheduled for the next six months?
- Advise CBB of any changes to payday due to ANZAC Day holiday

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

● ANZAC Day (25)

NOTES

MAY

- Eligible previous quarter activity statement due
- Monthly activity statement for previous month due
- Fringe Benefit Tax annual return due
- Quarterly superannuation guarantee charge statement due
- Have you set the AGM date and venue?
- Is your annual reporting process underway?
- Are your corporate and/or business plans for the new financial year in progress?

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTES

JUNE

- Monthly activity statement for previous month due
- Are your risk management and contingency plans up to date?
- Have you got a plan in place to produce your Annual Report?

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOTES

Visual key

- National public holidays*
- Due dates
- Things to think about
- Salary packaging

*Please check your state calendar for state-specific holidays

Need help?

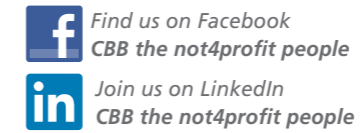
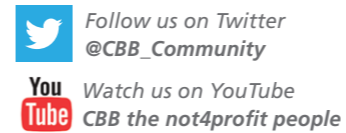
Contact CBB for advice on and help with the following....

- Human Resources
- Marketing
- Financial Services
- Salary Packaging
- Strategic Planning

email: office@cbb.com.au
phone: 08 8444 9700
www.cbb.com.au

See reverse side for July-December 2016

2016 YOUR NFP PLANNER



JULY



- Previous quarter PAYG due
- Monthly activity statement for previous month due



- Is your financial budget approved?
- What actions need to be implemented now the budget is approved?

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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AUGUST



- Eligible previous quarter activity statement due
- Monthly activity statement for previous month due
- PAYG withholding payment summary annual report due
- Quarterly superannuation guarantee charge statement due



Do you have a marketing plan in place for 2017?

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOTES

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SEPTEMBER



Monthly activity statement for previous month due



Are performance reviews due?

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOTES

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OCTOBER



- Previous quarter PAYG due
- Monthly activity statement for previous month due
- Personal taxation returns due end of month (where no tax agent appointed)



What Board training and staff training is to be scheduled for the next six months?

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES

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NOVEMBER



- Monthly activity statement for previous month due
- Quarterly superannuation guarantee charge statement due



- Did new Board/Committee members join?
- Has a refresher on governance responsibilities and legal risks been scheduled?



Notify CBB of plans over Christmas, e.g. shutting down?

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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DECEMBER



Monthly activity statement for previous month due



Are contractor agreements to be reviewed?

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Boxing Day (26)
- Christmas Day Holiday (27)

NOTES

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Visual key

- National public holidays*
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*Please check your state calendar for state-specific holidays

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