

SSCA Administration Activities Calendar

January

Complete Audit Requirements for Auditor
Forward Draft Audit Statements to Accounting Services for Review
SSCA Board to Review Audited Financial Statements
AGM Agenda and Draft Audited Financial Statements (21 days before AGM) to all clubs and Board members; include voting procedures, reminder of MAP applications, memberships lists and fees, minutes of last AGM, identify voting delegates
Request club reports from Commodores
Prepare Executive Director Year End Report for AGM
Monthly Financials for Accounting Services
Zoom invitations to AGM
AGM
Complete online Annual Funding Follow-up and submit required documentation

February

Sign all completed GST/PST for Year-End
Review and Update Job Descriptions for Mobile Sailing School Instructors
Remind Clubs to submit Sanctioned Events Listing for SSCA Website
Update Events Calendar on website
Sail Canada PSA Programs Meeting Calendar for Mobile Sailing School
SSCA Board of Directors Meeting – Prepare ED Update Report
Update SSCA President Information for Sail Canada and check club listings are updated
Update SSCA Board of Directors and Commodore Lists for Communications
Monthly Financials for Accounting Services

March

Assist in hiring new instructor positions and complete required documentation
Send out MAP Grant Application Forms (Due April 1)
Update Mobile Sailing School Courses with Dates and Fees to Checklick
Annual Funding Follow-up Meeting with Sask Sport
SSCA Board of Directors Meeting – Prepare ED Update Report Monthly Financials for Accounting Services

April

AON SSCA Insurance
Renewal Membership forms distributed to all Clubs
Sail Canada PSA Programs Meeting
Club Reminders for MAP Grant Applications
SSCA Board of Directors Meeting – Prepare ED Update Report Monthly Financials for Accounting Services
Attend Sask Sport Workshop
Checklick live for Mobile Sailing School Registrations
Ensure vehicles and trailers have been serviced

May

Distribute Cheques of 75% MAP Grant Funding to Clubs
Finalize Plans and Budget for Try Sailing Programs
Membership Follow-up with Clubs and Sanctioned Events
MSS Registrations and Follow-up
Post NoRs on website and request from clubs if not already received
Complete Technical Director Change of Hours forms for Payroll
Prepare Required Payroll documentation for all summer staff
Update any MSS location, instruction information and Waiver Forms
Monthly Financials for Accounting Services

June

Invoice Clubs for Membership Fees
Sask Sport AGM and Meetings
Sail Canada PSA Programs Meeting
SSCA Board of Directors Meeting – Prepare ED Update Report Send Payroll and Expense
Instructions for MSS Instructors Monthly Financials for Accounting Services
Mandatory attendance at Sask Sport AGM

July

Weekly distribution of Waivers and MSS Instructions for Courses
Payroll and Expense Form Reminders for Processing
Invoicing for completed Mobile Sailing Schools
Monthly Financials for Accounting Services
Ask clubs for regatta results for posting on website

August

Weekly distribution of Waivers and MSS Instructions for Courses
Payroll and Expense Form Reminders for Processing
Sail Canada PSA Programs Meeting
Finalize Checklick and Stripe Reconciliation
Invoicing for completed Mobile Sailing Schools
Monthly Financials for Accounting Service

September

September 15th deadline for MAP follow-ups with receipts/invoices
Cheques for remainder of MAP grants (25%) to clubs
Submit SSCA report to Sail Canada for their AGM
Begin work on next Sask Sport grant application
Membership Follow-up Forms
Collate all MAP applications, follow-ups, receipts and disbursements
Monthly Financials for Accounting Services

October

October 15 deadline for next grant application to Sask Sport
Submit any required Policy Documents for Sask Sport
Sail Canada PSA Programs Meeting
Sail Canada AGM
Follow-up on any outstanding cheques, invoices or financial items for year-end SSCA Board of
Directors Meeting – Prepare ED Update Report
Monthly Financials for Accounting Services

November

Monthly and Year-End Financials to Accounting Services
Contact Auditor to initiate Audit Process and get quote
Sign Year-End and Letter of Engagement
Reconcile Sail Canada Membership Fees
Review Provincial Sport Organization (PSO) Audit Guidelines
Review Sask Sport Admin Centre Year-End Checklist
Forward required information to Accounting Services
Renew all Vehicle and Trailer Registrations/Insurance for the new fiscal year
Year-End Inventory List from Technical Director

December

Canada Summer Jobs Grant Application
Sail Canada PSA Programs Meeting
SSCA Board of Directors Meeting – Review Financials and set AGM date

Renew Email and Domain Names – BlackSun
Work on Audit Questions and Follow-up
Start on Annual Funding Follow-up
Online Assessment
Reconcile MAP Grant Follow-up Report
AGM Date Notification for Commodores to send to Members
Monthly Financials for Accounting Services