



California State Foster Parent Association, Inc.
Representing all California Resource Families
"To Touch A Life Forever"

SUB CHAPTER QUARTERLY REPORTS LIST

CHAPTER # _____

DATE _____

CHAPTER NAME _____

DUE JANUARY 15TH

(October through December)

1. Fourth Quarter Report
2. Copies of all bank statements
3. Approved budget for upcoming year
4. Any changes in responsible persons, equipment, inventory or By-laws and/or Operating Procedures

DUE APRIL 15TH

(January through March)

1. First Quarter Report
2. Copies of all bank statements

DUE JULY 15TH

(April through June)

1. First Quarter Report
2. Copies of all bank statements
3. Audit for previous year

DUE OCTOBER 15TH

(July through September)

1. First Quarter Report
2. Copies of all bank statements

THE YEAR FOR THE CSFPA IS JANUARY 1ST THROUGH DECEMBER 31ST. ALL SUBORDINATE CHAPTERS MUST USE THIS SAME SCHEDULE.

During the month of October or November, each chapter should have an Annual General meeting. At this meeting, the proposed budget for the next year should be presented and voted on by the membership. Once the budget is approved, the Treasurer submits this with the January reports. Also, a general election for new officers should be held. This enables time for the out going officers to transfer materials and to change names on accounts, if necessary. All items due should be submitted no later than January 15th. Failure to provide the required information can result in suspension of the chapter from the CSFPA.

At the end of **each quarter**, this report must be submitted to:

Shelly Best, CSFPA Treasurer, 7028 Scripps Crescent, Goleta, CA 93117; Email: Shellybest@hotmail.com