

Annual Planner

Month	Action	Follow Up	Amount Raised/ Outcome
January	Committee Meeting Plan the year's fundraising events. Discuss new legislation and regulation changes		
February	Send out newsletter		
March	Committee Meeting Manager appraisal: chairperson and secretary Prepare Easter fundraising		
April	Set budget for new financial year Pay annual fees and memberships Insurance renewal Annual registration fee to Ofsted		
May	Committee Meeting Staffing Update policies and procedures		
June	Send out parent questionnaire for annual feedback		
July	Committee Meeting Hold Summer fundraising event		
August	Parent newsletter		
September	Committee Meeting Prepare for AGM, audit the annual accounts Monitor set budgets Send returns to the Charity Commission		
October	Parents open evening		
November	Annual General Meeting Recruit new committee members/ re elect members		
December	Hold Christmas party or fundraising event		