

**Homewood Friends Meeting
Trustees Annual Timeline of Tasks
APPROVED by Trustees 3/4/2026**

As needed	➤ Sign building use rental contracts
Monthly/ Quarterly	➤ Post approved monthly committee minutes on Google Drive ➤ Review and post periodic investment reports on Google Drive ➤ Monitor payments on alternative investments according to payment schedules
January	➤ Draft email and attachment for year-end statement of contributions ➤ Ask Morgan Stanley to refund annual fee ➤ Ensure approved year-end tax statements of contributions are sent by January 31
February	➤ Review return on investments and consider re-balancing ➤ Report from Treasurer to Trustees on the budget vs actual spent for previous year ➤ Draft, review and complete annual financial summary for previous year ➤ Approve schedule of contributions/payments developed by Treasurer and bookkeeper
March	➤ Report from Treasurer to Business Meeting on budget vs actual spent in previous year ➤ Present annual financial summary for previous year at Business Meeting ➤ Ask Operations Coordinator to post financial summary and budget vs actual spent in previous year on website behind password ➤ Begin to draft Trustees annual report to Meeting
April	➤ Review insurance in preparation for annual renewal (usually June 1 st) ➤ Update narrative budget, especially “emerging opportunities” sections
May	➤ Review and complete Trustees annual report and updates to narrative budget ➤ Review building rental agreements for possible changes
June	➤ Present Trustees annual report at Meeting for Business ➤ Present updates to narrative budget at Meeting for Business for approval ➤ Ask Operations Coordinator to post the Trustees annual report and narrative budget (if changes approved) on website behind password ➤ Youth Safety Committee - annual review of policy and implementation ➤ Review financial policies and procedures
July	➤ Review return on investments ➤ Report from Treasurer to Trustees on the budget vs actual spent year-to-date ➤ Welcome new Trustees and/or Treasurers and familiarize them with the Committee
August	➤ Request to committees for their budgets for the coming year (due early October)
September	➤ Monitor receipt of budgets from Committees (due early October) ➤ Determine amount of Trustees contribution to the Meeting budget ➤ Report from Treasurer to Meeting for Business on budget vs actual spent to date ➤ Review advertising of funding opportunities as the school year starts
October	➤ Prepare draft budget for 1 st reading at November Meeting for Business ➤ Draft email reminding friends we rely on their financial contributions
November	➤ Present draft budget for 1 st reading at November Meeting for Business ➤ Prepare budget for 2 nd reading using feedback from November Meeting for Business ➤ Ask Operations Coordinator to send email reminding friends re contributions
December	➤ Present budget for 2 nd reading at December Meeting for Business ➤ Ask Operations Coordinator to post approved budget on website behind password ➤ Send approved budget to bookkeeper