



## St. Vincent de Paul Georgia Important Dates to Remember for Conferences

The following is a list of important dates for Conference financial reporting and membership updates.

Date	Description	Key Person(s)
10 <sup>th</sup> of each month	Monthly Report due to CSC	Treasurer/President
September 20	Written Conference Income and Disbursement Procedures due to CSC	Treasurer/President
September 20	Conference Internal Audit due to District Treasurer	Treasurer
September 30	Close all Cases in CMS	All members
September 30	National Member Database Updates	Secretary/National Member Database Administrator
September 30	CMS Membership Roster Updates	Secretary/CMS Administrator
October 30	Conference Annual Report due to CSC	Treasurer