

NWNW Board - Annual Timeline for Administration

July	August	September	October	November	December	January	February	March	April	May	June	
Begins July 1		Fiscal Year									Ends June 30	
NWNW + Neighborhood Associations		End of Year Financial Report Prep	End of Year Financial Report to CPA	Review 990/CT-12 Tax Forms - due Nov. 15				Staff begins budget prep	Draft NWNW Budget	Board Adopts NWNW Budget		
Citywide		Appoint/Affirm BAC reps			City Budget Process (BAC)					City Budget Announced (hearings) ONI Base Grant \$ to Coalitions confirmed	City Budget Adopted	
								Action Planning				
							Action Plan Prep	NAs develop Action Items/Plans	May: NWNW Board adopts Action Plan			

Administrative Tasks

Fundraising Mtg		Admin Cmte Mtg		Staff Evaluations	Admin Cmte Mtg	Staff Develop Model Work Plan		Admin Cmte Mtg	Staff Work Plan Development
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Neighborhood Board Elections

May result in changes to NWNW Director/Alternate Positions

	Fall: Goose Hollow <i>(board selects date)</i>	September: Arlington Heights	October: Pearl District		First quarter of year: Hillside, Old Town Chinatown <i>(boards selects date)</i>	February: Forest Park	Spring: Northwest Heights <i>(board selects date, usually Spring)</i>	May: Linton, Northwest District, Northwest Industrial, Portland Downtown, Sylvan-Highlands	
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