

Name of the Organization: CENTRE FOR RELIEF AND REHABILITATION, CRR

Annual Board Calendar – Year 2026-2027

Quarter	Board Activities / Meetings	Statutory Compliance / Action Required	Responsible Person/s
I Quarter (April – June)	New Board Member appointment, and Registration, New Project Implementation plan, budget and discussion on about new staff appointment. And resolution to fixed date for another board meeting. Appointment new board members and board approved.	Planning and review, Governance	Managing Trustee/Programme Manager
	- Strategic review meeting (if needed)	- PF, ESI, TDS filings - Begin annual audit preparations	Finance/Admin
	- Ist Quarter Board Meeting - Quarterly program review - Approval of previous meeting minutes - Review program performance Q1 - Financial updates	- File FCRA Quarterly return (FC4 - if applicable) - Complete draft audit	Finance + Board Audit Committee
II Quarter (July-Sept)	- Board meeting to approve audited financials	- File TDS Returns (Q1) - Finalize and approve Annual Report - Plan AGM (if required by law)	Auditor + Board
	- 2nd Quarter Board Meeting - Half yearly program review	- File Income Tax Return (Form ITR-7) before 30 Sept - return	CA + Accountant

	- Half yearly strategy plan review - Compliance & risk review - Review CSR opportunities	- Form 10B audit report if 12A/80G	
II Quarter (July-Sept)	Display and adoption of the Vision, Mission, and Values Statement within the organization. Annual Budget and plan.	Governance, Compliance	Managing Trustee/Programme Manger
	Discussed about previous resolution, board approval and review of Policies including, CPP, POSH, FINANCE, HR, Procurement, Job Description, Governance manual, KPI, Selection Process, MEL, Travel, CA Appointment, and Holidays.	Policies	Managing trustee/ Board/programme Manger
II Quarter (July-Sept)	Constitution and approval of the Child Protection Policy (CPP) Committee.	Policy	Managing trustee/programme manager
II Quarter (July-Sept)	Approval of the Audit Report.	Finance	Managing Trustee/Accountant/CA
II Quarter (July-Sept)	Approval of Governance Policy Documents.	Governance/Policy	Managing Trustee/Board /Programme Manager

III Quarter (Oct- December)	Review of half yearly project, Finance, Planning for AGM. Leave Policy, annual budget and planning for 5 years.	Governance, Finance and policies.	ED/Accountant/programme manager/HR
	- Fundraising & donor strategy review - Staff/HR review update	- File GST annual return (if applicable) - Begin FC4 documentation	Fundraising/HR Lead
	- III Quarter Board Meeting - Quarterly program review - End-of-year Board strategy session (if needed) - Mid-year correction to budget	- File FCRA Annual Return (Form FC4) before 31 Dec/31 Jan (if applicable) - File TDS Q3 - Annual Holiday Announcement and publication	
IV Quarter (Jan – March)	- Preliminary planning for next FY - Governance and board self-assessment	- Annual staff appraisals - Formulate audit plan for next year	ED/Chairperson
	- Budget draft review - Nominations for board renewal (if applicable)	- TDS filing Q4 - Review Form 12A/80G validity	Treasurer + CA
	- IVth Quarter Board Meeting - Annual program review - Final approval of budget for next FY - Program performance review - Approve audit engagement letter	- Close accounts - Update donation receipts - Submit any pending 12A/80G renewal docs	ED + Finance

	Review of previous year's performance - Approve Annual Action Plan & Budget - Discuss appointment of external Auditor. Annual General Meeting.		
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Additional Suggestions for Boards:

- **Quarterly Board Meetings** (minimum 4 per year) are a must for good governance.
- **Annual Board Self-Evaluation** helps with board performance.
- Include **Risk Management Review** at least once a year.
- Use a **compliance calendar tool** or Google Calendar with reminders.
- Assign a board member (Treasurer or Secretary) as the **Compliance Champion**.
- Review and amendment to Bye-laws.
- Appointment of new Board members/Trustees
- Approval of Signatories
- Review of internal policies and procedures