

Volney Volunteer Fire Corp.

Est. 1948

Yearly Timeline of Events

Time:	Event:	Person(s) Responsible:
January weekend	Installation Banquet	Pres./Chief/Installation Committee
By third week in January	Committees Appointed	President
By February 1 st	Final Budget Meeting	Executive Line/Committee & Budget/Chairs
By March 1 st	Annual Budget Meeting	ALL MEMBERS
By April 1 st	Final Budget in Place	Executive Line/Committee and Budget Chairs
April 31 st	Fiscal Year End	
May 1 st	<ul style="list-style-type: none"> ○ Fiscal year start ○ Flags at cemeteries ○ Annual generator maintenance ○ Annual AC system maintenance ○ Annual tractor maintenance ○ Annual insurance payment 	<p style="text-align: center;">Flag Committee</p> <p style="text-align: center;">Building and Grounds</p> <p style="text-align: center;">Building and Grounds</p> <p style="text-align: center;">Building and Grounds</p> <p style="text-align: center;">Executive Line</p>
June	<ul style="list-style-type: none"> ○ Volney field days ○ Books to be handed in for audit and tax prep for prior year to CPA 	<p style="text-align: center;">Field Day Committee</p> <p style="text-align: center;">Executive Line and CPA</p>
September At monthly meeting: By 3 rd week of month: After preliminary budget in place:	<ul style="list-style-type: none"> ○ All budgets to president ○ Preliminary budget in place ○ Negotiations with town ○ Annual heating and system maintenance 	<p style="text-align: center;">Committee Chairs</p> <p style="text-align: center;">Executive Line</p> <p style="text-align: center;">President/Chief</p> <p style="text-align: center;">Building and grounds</p>
October	<ul style="list-style-type: none"> ○ Halloween party ○ Contract negotiations 	<p>Halloween Committee President/Chief</p>
By week one December	Election of officers	Executive line/Fire line/committee chairs
By 3 rd week December	Christmas Party	President/Chief