BELIZE NETWORK OF NGOs

COMPLIANCE

Compliance Calendar

Obligation	Applies To	Frequency	Typical Timing	Responsible	Notes
Annual report filing	NGO & NPO	Annual	Per BCCAR/FSC schedule	Secretary / ED	Keep confirmation of filing
Annual General Meeting (AGM)	NGO & NPO	Annual	Per your bylaws	Chair / Secretary	Elect directors; present accounts
Audit — NGO	NGO	Annual if income > BZD 25,000	After fiscal year-end	Treasurer	Engage auditor ~3 months ahead
Audit — NPO	NPO	Annual if income > BZD 500,000	After fiscal year-end	Treasurer	Engage auditor ~3 months ahead
Board meetings	NGO & NPO	At least quarterly	Spread across year	Chair	Keep minutes & attendance
Budget approval	NGO & NPO	Annual	Before fiscal year start	Board	Board resolution recommended
Update registry (officers/address)	NGO & NPO	As needed	Within days of any change	Secretary	File changes with BCCAR
Bank reconciliation	NGO & NPO	Monthly	Month-end	Treasurer / bookkeeper	See Bookkeeping Ledger
Grant/donor reports	NGO & NPO	Per grant agreement	Varies by funder	ED / Finance	Track in Grant Opportunities list
Tax filings (as applicable)	NGO & NPO	Per law	Varies	Treasurer	NGO income-tax exemption subject to change

Disclaimer: General guidance only; confirm current deadlines with BCCAR and the FSC. Replace "Responsible" with the person in your organization.