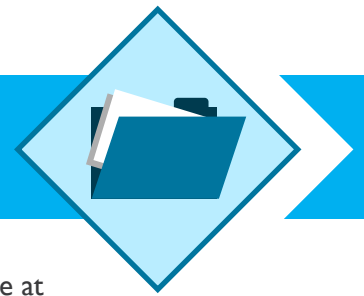


# Important Items



Conservation Districts have several reports, payments, and other deliverables that are due at specific times. While you may rely on your employees to handle the regular completion of these items, you should still be aware of what they are and ensure that they are being completed as required. The list below is not meant to be comprehensive, but a starting point.

\*Due dates for items with no set date are often conveyed to the District via email along with other necessary completion guidance. If you have questions about items, please contact the Conservation Commission.

Document	Due When
<input type="checkbox"/> Annual Reports	September 1 of each year
<input type="checkbox"/> Approved Meeting Minutes Packet	Within 5 days of being approved
<input type="checkbox"/> Audit Timeframe Forms	No set date*
<input type="checkbox"/> Audits/Compilations, Net Worth Statement, & Associated Forms	ASAP after receipt from the auditor, approval of the board, and filing
<input type="checkbox"/> Budget Requests	No set date*
<input type="checkbox"/> Change of Meeting Notices	ASAP after filing; all change of meetings must meet Open Meetings Act requirements
<input type="checkbox"/> District Director Filing Forms	No later than COB on the last day of the filing period*
<input type="checkbox"/> Joint Plan of Operation	June 30 of each year
<input type="checkbox"/> Long Range Plans	June 30 every 5 <sup>th</sup> year
<input type="checkbox"/> Major Project Report	No set date*
<input type="checkbox"/> Notice of Lack of Quorum	ASAP after completion of form
<input type="checkbox"/> Notice of Newly Elected Officers	August 1
<input type="checkbox"/> Notice of Personnel Action/Terms of At Will Employment	ASAP after board approval and signature
<input type="checkbox"/> Notice of Regular Meetings	December 15
<input type="checkbox"/> NRCS Performance Worksheet/Operational Tasks	ASAP after board & NRCS approval & signatures
<input type="checkbox"/> Performance Reviews	Should be completed at least annually; a letter stating completion should be forwarded to the Commission
<input type="checkbox"/> Pre-Claims for full-time employees	By the last working day of each month
<input type="checkbox"/> Pre-Claims for benefitted part-time employees	By the 10 <sup>th</sup> day of the month following payroll
<input type="checkbox"/> Proof of Publications	No set date*
<input type="checkbox"/> Recommendation for Appointment	ASAP after board approval and signature

Document	Due When
<input type="checkbox"/> Reimbursement Claims (includes salary/operating claims, cost-share claims, O&M claims, and special project claims)	ASAP after board approval and signature
<input type="checkbox"/> Federal Payroll Tax Payments	By the 15 <sup>th</sup> day of the month following payroll
<input type="checkbox"/> 941 Federal Payroll Tax Report	Quarterly by the last day of the month following the quarter being reported
<input type="checkbox"/> State Withholding Tax Payments	By the 20 <sup>th</sup> day of the month following payroll OR quarterly by the 20 <sup>th</sup> day of the month following the quarter being reported
<input type="checkbox"/> State Withholding Tax Report	By the 20 <sup>th</sup> of the month following the quarter being reported
<input type="checkbox"/> Unemployment Tax Payment & Report	By the last day of the month following the quarter being reported
<input type="checkbox"/> Sales Tax Payment & Report	By the 20 <sup>th</sup> of the month following the month being reported OR every 6 months depending on how your District is set-up with OKTap