

August

Due Date

Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Jul)	August 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for Jul, if submitting monthly invoices)	August 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for Jul)	August 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for Jul)	August 15th
<input type="checkbox"/>	Reconcile bank statements	
<input type="checkbox"/>	Reconcile credit card statements	
<input type="checkbox"/>	Verify employee timesheets	
<input type="checkbox"/>	Calculate Payroll and prepare checks/direct deposits	
<input type="checkbox"/>	Prepare for Monthly Board Meeting - Agenda, Minutes, Financials, Reports, etc.	

Other items with due dates this month

<input type="checkbox"/>	Resource Conservationist Position Verification (signed by Board Chair)	August 1st
<input type="checkbox"/>	SWCD Equipment or Property Purchased with Grant Funds (signed by Board Chair)	August 1st
<input type="checkbox"/>	Health Insurance payment (if paying monthly)	August 15th
<input type="checkbox"/>	PFC Average Cost List for NEW FY	August 15th
<input type="checkbox"/>	General CRP signed plans to FSA	date varies
<input type="checkbox"/>	CREP Monitoring reports to IDNR	

Activities that normally (or could) occur this month

<input type="checkbox"/>	Board approves NEW FY Plan of Work
<input type="checkbox"/>	Board approves NEW FY Budget
<input type="checkbox"/>	Board approves annual Employee Contracts
<input type="checkbox"/>	Prepare and submit PFC-10 (for fiscal years you still have a remaining balance) to IDOA Reg Rep

Consider working on these items this month

<input type="checkbox"/>	Preparing for fall fish sale - send order forms
<input type="checkbox"/>	CRP - status reviews, design, planning CREP - Monitoring
<input type="checkbox"/>	Check AgLearn for trainings