

## February

### Due Date

#### Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Jan)	February 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for Jan, if submitting monthly invoices)	February 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for Jan)	February 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for Jan)	February 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.	

#### End of Year (January - December prior year) Activities

<input type="checkbox"/>	Prepare and mail 1096 tax forms (attach 1099G, 1099MISC, 1099NEC, and 1099S tax forms)	February 28th
<input type="checkbox"/>	Prepare and mail W3 tax form (attach W2 forms)	February 28th

#### Other items with due dates this month

<input type="checkbox"/>	Resource Conservationist Position Verification (signed by Board Chair)	February 1st
<input type="checkbox"/>	Health Insurance payment (if paying monthly)	February 15th

#### Activities that normally (or could) occur this month

<input type="checkbox"/>	Prepare for Annual Meeting and/or Director Election.(Registration Sheets, Counting Record, Ballots)	
<input type="checkbox"/>	Submit 2nd Election Notice for printing in local news at least 15 days before election	
<input type="checkbox"/>	If Election occurred in February, publish results in local paper within 5 business days	

#### Consider working on these items this month

<input type="checkbox"/>	I&E new PFC applications and/or Survey/Design PFC projects to be completed this year	
<input type="checkbox"/>	CRP - S&F field visits, I&E, survey/design, planning	
<input type="checkbox"/>	Preparing for county or Land Use Council (LUC) level Envirothon	
<input type="checkbox"/>	Check AgLearn for trainings	