

January

Due Date

Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Dec)	January 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for either Dec or Oct-Dec)	January 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for Dec)	January 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for Dec)	January 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 payroll checks/direct deposits	
<input type="checkbox"/>	Prepare for Monthly Board Meeting - Agenda, Minutes, Financials, Reports, etc.	

End of Quarter (October - December prior year) Activities

<input type="checkbox"/>	Prepare and submit Form 941-Employer's Quarterly Federal Tax Return (for Oct-Dec)	January 30th
<input type="checkbox"/>	Prepare and submit Form IL-941-State Withholding Tax Reconciliation (for Oct-Dec)	January 30th
<input type="checkbox"/>	Prepare and submit Form UI3/40 - Employer Contribution & Wage (State Unemployment for Oct-Dec)	January 30th
<input type="checkbox"/>	Prepare and Submit Operations Funding Quarterly Expenditure Report(s) to IDOA	7 business days following end of previous quarter

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

<input type="checkbox"/>	Prepare and mail applicable 1099G, 1099MISC, 1099NEC, and 1099S tax forms	January 31st
<input type="checkbox"/>	Prepare and mail W2 tax forms	January 31st
<input type="checkbox"/>	Prepare and submit SWCD Annual Activities Report/NLRS Report to IDOA	January 31st
<input type="checkbox"/>	Prepare and submit Vegetative Filter Strip assessment report to IDOA Regional Rep	January 31st

Other items with due dates this month

<input type="checkbox"/>	Health Insurance payment (whether paying monthly or quarterly)	January 15th
<input type="checkbox"/>	Quarterly Life, Short-term disability, Long-term disability Insurance payments	January 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 January, 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 spring	
<input type="checkbox"/>	CRP - S&F field visits, I&E, survey/design, planning	
<input type="checkbox"/>	Send Envirothon invites to schools (inc. 5th category material. & cancellation policies/fee schedule)	
<input type="checkbox"/>	Advertise spring meetings such as Conservation Cropping Seminars	
<input type="checkbox"/>	Begin preparing for spring Fish and Tree sale - send order forms	
<input type="checkbox"/>	Begin preparing for county or Land Use Council (LUC) level Envirothon	
<input type="checkbox"/>	Check AgLearn for trainings	