

# July

## Due Date

### Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Jun)	July 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for either Jun or Apr-Jun)	July 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for Jun)	July 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for Jun)	July 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 Quarter (October - December prior year) Activities

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

### Other items with due dates this month

<input type="checkbox"/>	Health Insurance payment (whether paying monthly or quarterly)	July 15th
<input type="checkbox"/>	Quarterly Life, Short-term disability, Long-term disability Insurance payments	July 15th

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

<input type="checkbox"/>	AISWCD Annual Meeting and Summer Conference
<input type="checkbox"/>	Complete and submit Payroll Audit for Worker's Compensation to AISWCD
<input type="checkbox"/>	Complete Grant Accountability & Transparency Act (GATA) renewal for fiscal year
<input type="checkbox"/>	If conducting an audit, request an extension of time for Comptroller's Annual Financial Report (AFR)
<input type="checkbox"/>	National level Envirothon
<input type="checkbox"/>	Decide when to hold your PFC sign-up for the new fiscal year then advertise/announce dates

### Consider working on these items this month

<input type="checkbox"/>	Prepare Resource Conservationist Position Verification report and get Chair to sign
<input type="checkbox"/>	Prepare SWCD Equipment or Property Purchased w/ Grant Funds report and get Chair to sign
<input type="checkbox"/>	Begin preparing information for the board for <b>NEW FY</b> Plan of Work
<input type="checkbox"/>	Begin preparing information for the board for <b>NEW FY</b> Budget
<input type="checkbox"/>	Begin preparing information for the board for annual Employee Contracts
<input type="checkbox"/>	Begin preparing IDOA Financial Management Package (FMP)
<input type="checkbox"/>	Begin preparing PFC Average Cost List
<input type="checkbox"/>	Begin preparing Comptroller's Annual Financial Report (AFR)
<input type="checkbox"/>	CRP - status reviews, design, planning      CREP - Monitoring
<input type="checkbox"/>	Check AgLearn for trainings