

May

Due Date

Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Apr)	May 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for Apr, if submitting monthly invoices)	May 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for Apr)	May 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for Apr)	May 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"/>	Complete and submit Statement of Economic Interest forms to County Clerk	May 1st
<input type="checkbox"/>	Health Insurance payment (if paying monthly)	May 15th

Activities that normally (or could) occur this month

<input type="checkbox"/>	State level Envirothon (or in April)
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Consider working on these items this month

<input type="checkbox"/>	Registration for AISWCD Annual Meeting and Summer Conference
<input type="checkbox"/>	Make hotel reservations for AISWCD Annual Meeting and Summer Conference
<input type="checkbox"/>	Selecting an item to donate to AISWCD auction at Summer Conference
<input type="checkbox"/>	CRP - S&F field visits, status reviews, I&E, design, planning CREP - Monitoring
<input type="checkbox"/>	Check AgLearn for trainings