

## September

### Due Date

#### Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Aug)	September 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for Aug, if submitting monthly invoices)	September 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for Aug)	September 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for Aug)	September 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"/>	Health Insurance payment (if paying monthly)	September 15th
<input type="checkbox"/>	Annual Plan of Work	September 15th
<input type="checkbox"/>	Operations Budget form	September 15th
<input type="checkbox"/>	Completed annual Employee Contracts	
<input type="checkbox"/>	Continuous CRP signed plans to FSA	date varies

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

<input type="checkbox"/>	Fall fish sale	
<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 Operations Quarterly Report(s) for July through September	
<input type="checkbox"/>	Preparing IDOA Financial Management Package (FMP)	
<input type="checkbox"/>	Preparing Comptroller's Annual Financial Report (AFR)	
<input type="checkbox"/>	Preparing Internal Controls Checklist for Board to review and sign	
<input type="checkbox"/>	I&E and/or Survey/Design PFC projects to be completed this fall or next spring	
<input type="checkbox"/>	Contacting PFC participants to remind them of projects that need completed this calendar year	
<input type="checkbox"/>	CRP - status reviews, design, planning      CREP - Monitoring	
<input type="checkbox"/>	Check AgLearn for trainings	