

# April

## Due Date

### Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Mar)	April 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for either Mar or Jan-Mar)	April 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for Mar)	April 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for Mar)	April 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 Jan-Mar)	April 30th
<input type="checkbox"/>	Prepare and submit Form IL-941-State Withholding Tax Reconciliation (for Jan-Mar)	April 30th
<input type="checkbox"/>	Prepare and submit Form UI3/40 - Employer Contribution & Wage (State Unemployment for Jan-Mar)	April 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"/>	Certification of Eligibility forms (signed by nominated directors)	April 1st
<input type="checkbox"/>	Election Counting Record (from director election)	April 1st
<input type="checkbox"/>	Acceptance of Office forms (signed by elected directors)	April 1st
<input type="checkbox"/>	Organization of the Board form	April 1st
<input type="checkbox"/>	Annual Report and Annual Meeting Minutes (copy signed by Board Chair)	April 1st
<input type="checkbox"/>	Health Insurance payment (whether paying monthly or quarterly)	April 15th
<input type="checkbox"/>	Quarterly Life, Short-term disability, Long-term disability Insurance payments	April 15th

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

<input type="checkbox"/>	Conduct spring tree sale
<input type="checkbox"/>	Conduct spring fish sale
<input type="checkbox"/>	State level Envirothon (or in May)

### 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, status reviews, I&E, survey/design, planning      CREP - Monitoring
<input type="checkbox"/>	Check AgLearn for trainings