

December

Due Date

Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Nov)	December 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for Nov, if submitting monthly invoices)	December 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for Nov)	December 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for Nov)	December 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)	December 15th
<input type="checkbox"/>	Final PFC payment requests for prior fiscal year(s)	December 15th
<input type="checkbox"/>	Submit Illinois Comptroller's Annual Financial Report (AFR) for previous fiscal year end	December 28th
<input type="checkbox"/>	Pay AISWCD dues (if contributing)	December 31st or 30 days after receiving dues notice

Activities that normally (or could) occur this month

<input type="checkbox"/>	Board reviews Operations Budget status (budget vs actual) and makes needed adjustments
<input type="checkbox"/>	Employee Winter Training (first Tuesday and Wednesday of December)
<input type="checkbox"/>	Board reviews and signs Election Petition and submits to IDOA (at the end of December)

Consider working on these items this month

<input type="checkbox"/>	Ordering trees for spring tree sale
<input type="checkbox"/>	I&E and/or Survey/Design PFC projects to be completed next spring
<input type="checkbox"/>	Preparing Operations Quarterly Report(s) for October through December
<input type="checkbox"/>	Continue discussing next year's Envirothon with Land Use Council districts
<input type="checkbox"/>	CRP - S&F field visits, I&E, survey/design, planning
<input type="checkbox"/>	Check AgLearn for trainings