

June

Due Date

Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for May)	June 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for May, if submitting monthly invoices)	June 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for May)	June 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for May)	June 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)	June 15th
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Activities that normally (or could) occur this month

<input type="checkbox"/>	Board reviews Operations Budget status (budget vs actual) and makes final END OF FY adjustments
<input type="checkbox"/>	Board reviews Resolutions to be voted on at AISWCD Annual Meeting
<input type="checkbox"/>	Board selects a Voting Delegate and Alternate Voting Delegate for AISWCD Annual Meeting

Consider working on these items this month

<input type="checkbox"/>	Preparing Operations Quarterly Report(s) for April through June
<input type="checkbox"/>	Preparing information for the board for NEW FY Plan of Work
<input type="checkbox"/>	Preparing information for the board for NEW FY Budget
<input type="checkbox"/>	Contacting Auditor (if conducting an audit on fiscal end financials)
<input type="checkbox"/>	CRP - status reviews, design, planning CREP - Monitoring
<input type="checkbox"/>	Check AgLearn for trainings