

March

Due Date

Monthly Activities

| | | |
|--------------------------|---|------------|
| <input type="checkbox"/> | Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Feb) | March 5th |
| <input type="checkbox"/> | Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for Feb, if submitting monthly invoices) | March 10th |
| <input type="checkbox"/> | Enter Contribution Agreement Invoice amounts in Quickbooks | |
| <input type="checkbox"/> | Calculate and submit Federal Withholding deposit (for Feb) | March 15th |
| <input type="checkbox"/> | Calculate and submit State Withholding deposit (for Feb) | March 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

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| <input type="checkbox"/> | Health Insurance payment (if paying monthly) | March 15th |
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Activities that normally (or could) occur this month

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| <input type="checkbox"/> | Renew Retail Fish Dealer license/permit with Illinois Department of Natural Resources (IDNR) |
| <input type="checkbox"/> | Newly elected Directors take office on the Tuesday following the first Monday of March |
| <input type="checkbox"/> | Organization of the new board (offices decided amongst directors) |
| <input type="checkbox"/> | Newly elected Directors complete online Open Meetings Act (OMA) training |
| <input type="checkbox"/> | Appoint Freedom of Information Act (FOIA) officer |
| <input type="checkbox"/> | Freedom of Information Act (FOIA) Officer(s) completes online FOIA training |
| <input type="checkbox"/> | IDOA Regional Trainings for employees (& sometimes directors) and/or IDOA New Director Training |
| <input type="checkbox"/> | Legislative Day in Springfield with Illinois House and Senate members |
| <input type="checkbox"/> | County or Land Use Council (LUC) level Envirothon |
| <input type="checkbox"/> | Board reviews Operations Budget status (budget vs actual) and makes needed adjustments |

Consider working on these items this month

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|--------------------------|---|
| <input type="checkbox"/> | Preparing election documents to submit to IDOA in April (see April 1st documents due) |
| <input type="checkbox"/> | Acquire Statement of Economic Interest forms from County Clerk for Directors to complete |
| <input type="checkbox"/> | Preparing Operations Quarterly Report(s) for January through March |
| <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"/> | Preparing for state level Envirothon |
| <input type="checkbox"/> | Check AgLearn for trainings |