

## November

## Due Date

### Monthly Activities

<input type="checkbox"/>	Prepare and submit Administrative Contribution Agreement Invoice to AISWCD (for Oct)	November 5th
<input type="checkbox"/>	Prepare and submit CRP Contribution Agreement Invoice to AISWCD (for Oct, if submitting monthly invoices)	November 10th
<input type="checkbox"/>	Enter Contribution Agreement Invoice amounts in Quickbooks	
<input type="checkbox"/>	Calculate and submit Federal Withholding deposit (for Oct)	November 15th
<input type="checkbox"/>	Calculate and submit State Withholding deposit (for Oct)	November 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"/>	Audit for previous fiscal year <u>or</u> IDOA Financial Management Package (FMP)	November 1st
<input type="checkbox"/>	Internal Controls Checklist	November 1st
<input type="checkbox"/>	Agricultural Areas Activity Report	November 1st
<input type="checkbox"/>	Health Insurance payment (if paying monthly)	November 15th
<input type="checkbox"/>	Registration for employee Winter Training	date varies

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

<input type="checkbox"/>	Submit first Notice of Election to newspapers if not done already
<input type="checkbox"/>	Advertise acceptance of nominations for Office of Director
<input type="checkbox"/>	Apply for State Nursey Dealers license with Illinois Department of Agriculture
<input type="checkbox"/>	Pay NACD dues (if contributing)
<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"/>	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"/>	Continue discussing next year's Envirothon with Land Use Council districts
<input type="checkbox"/>	Setting date for spring tree sale and pre-ordering trees
<input type="checkbox"/>	Setting date for spring fish sale and contacting fish hatchery
<input type="checkbox"/>	Preparing for review and update of any District policies
<input type="checkbox"/>	Preparing Election Petition for review and signatures at November or December board meeting
<input type="checkbox"/>	CRP - S&F field visits, status reviews, I&E, survey/design, planning      CREP - Monitoring
<input type="checkbox"/>	Check AgLearn for trainings