

SWCD TRANSMITTAL CHECKLIST FOR FY__ (JULY 1, 20__ – JUNE 30, 20__)

NOTE: BUDGET CONCERNS MAY DICTATE DATE CHANGES. YOU WILL BE NOTIFIED WITH CHANGES AS THEY OCCUR.

(Please reference district and document name(s) in the subject line when sending electronically)

Documents With Regularly Scheduled Due Dates- **Email Scans Preferred- Do Not Combine Multiple Reports into one document Scan.**

DATE SENT	DOCUMENT	DUE DATE	SEND TO
	Monthly Board Packet - Monthly Board Meeting Minutes/Agenda/Financial Statement/Staff Reports	ASAP/Monthly	Regional Representative
	Partners For Conservation Practice Component List	Upon Request	Regional Representative
	Budget for FY23	Sept. 15	Regional Representative
	Quarterly Reports of District Operations Expenditures – due 7 days after end of Quarter	Oct., Jan, April and July	Regional Representative
	Annual Plan of Work Audit (<i>original</i>) for FY22 or Two-Part Financial Management Package for FY22 Internal Control Checklist	Nov. 1	Regional Representative
	Ag. Areas Activity Report	Nov. 1	IDOA – Evers
	Election petitions not more than 60 nor less than 20 days prior to election	Nov - Jan	Regional Representative
	Vegetative Filter Strip Law Activity Report for Calendar Year 2022	Jan. 31	Regional Representative
	Organization of Board Form Election Counting Record Certification of Eligibility Form Acceptance of Office forms signed by elected Directors	Apr. 1	Regional Representative
	Annual Report and Annual Meeting Minutes <u>1 copy, signed by Chairman</u>	Apr. 1	Regional Representative

Documents Due Upon Request or If Applicable- **Email Scans Preferred- Do Not Combine Multiple Reports into one document Scan.**

DATE SENT	DOCUMENT	DUE DATE	SEND TO
	Partners For Conservation ESC-10, FY22 Projects	Upon request from the BLWR	Regional Representative
	Partners For Conservation ESC-10 – 3 rd Qtr FY22 Commitments	Upon request from the BLWR	Regional Representative
	Partners For Conservation ESC-10 – 4 th Qtr FY22 Commitments	Upon request from the BLWR	Regional Representative
	<i>SSRP Project Proposals</i>	<i>Upon request from the BLWR (if applicable)</i>	<i>IDOA – McManus</i>
	Grant Agreement and/or Amendment Forms	Upon request	IDOA – Rennecker
	SWCD Personnel Status Form (***Refer to form for mailing***)	ASAP after hire/termination date	See Form for Instructions
	Updated Long Range Plan	When Updated and Approved by the Board	Regional Representative