WRD Secretary-Treasurer Checklist

# annual tasks

JANUARY

Reorganization of Boards

Approve depositories of public funds

Approve Pledge of Assets list

Tax items (Issue W-2s and 1099s, State tax payments and report)

FEBRUARY

Audit

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MARCH

1099s filed with IRS

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APRIL

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MAY

Budget preparation

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JUNE

Budget preparation

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JULY

Budget hearing(s)

Approve Pledge of Assets list

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AUGUST

New laws in effect 8/1

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER / FOLLOWING JANUARY

Set regular meeting dates, times, and locations for next year & send copy to County Auditor’s Office

Balance the budget

Close out the year

Prepare financial statements / prepare for audit

Update physical and capital assets lists

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# quarterly tasks

Federal 941 forms: Q1 Q2 Q3 Q4

JobService ND unemployment report: Q1 Q2 Q3 Q4

WSI ND – worker’s compensation report: Q1 Q2 Q3 Q4

State tax quarterly report and payment: Q1 Q2 Q3 Q4

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# monthly tasks

Prepare for board meeting(s):

Agenda Attendance list Minutes template Meeting packet Print docs and checks to sign

Process documents from the meeting(s)

Pay bills (including payroll and per diem withholding tax payments)

Write and post minutes within 10 days

# weekly tasks

|  |  |
| --- | --- |
| Weekly meeting schedule  Website updates  Update check registers / accounting files  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAILY tasks Respond to emails, phone calls, voicemails  Check bank accounts  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |