

## Reporting Annual Due Dates/Time Lines

Specific Item	Due to District Director	Final Due Date
<b>JULY</b>		
Monthly Statisticals	10 <sup>th</sup> of each month	July 15th
Success Stories	Quarterly Sep., Dec., April, July	July 15th
Priority Indicators and Featured Program Data		July 15th
Fiscal Year Budget, Registration and Board reporting and registration fee due to DLG.	Copy to District Director July 15 <sup>th</sup>	July 15th
County Payment (email fiscal coordinator one month in advance)	Copy to District Director (DD)	Counties send original letter & check to Jeff Young by 10 <sup>th</sup>
Review County MOA for Stop Gap Funding. If funding changes have occurred, amend MOA and submit to Tina Ward and DD.		
Actual Program Support Expenses - accountability (signed by District Board)	July 15th	July 15
4-H ES - 237	TBD	July 15th
Tax Rates (once the numbers have been checked for accuracy, print and email to county fiscal coordinator for them to set a District Board & Fiscal Court meeting)		TBD
Audits (keep account of which counties are due for an audit; send reminders; document once copy of audit is received by DD) District Board minutes should be sent to <u>DD addressing any audit findings and corrections made</u>	Once audits are completed, counties are to send copy to DD for the files.	Upload PDF to DLG by July 1, 2016 for audits of FY 2014-2015 When they registered with DLG had to say when their last audit was – keep schedule
Financial Reports from Volunteer Groups – uploaded information to Internal site.	Check to be sure this has been done throughout the year.	July 15
<b>AUGUST</b>		
Agent Performance Appraisal document		August 1 <sup>st</sup> to DD
Final Accounting Sheets (double check closely for accuracy; make any corrections through Tina Ward; forward to fiscal coordinator to process along with Payment Due/Refund form and Final Accounting Approval form)	TBD	TBD
<b>SEPTEMBER</b>		
Year End Actuals- DLG	September 1 <sup>st</sup>	September 1 <sup>st</sup> DLG
District Boards publish this statement in the paper “ The (name of District)’s most recent audit and adopted budget can be viewed anytime on the Department for Local Government’s public portal website,	Publish in newspaper by September	September 1

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<a href="https://kydlgweb.kygov/Entities/specDistSearch.cfm">https://kydlgweb.kygov/Entities/specDistSearch.cfm</a> . If you would like to view our most recent financial statement, please visit us at our home office located at ( office location) during our normal office hours of (fill in normal hours)– <b>do not send</b> to DLG		
Biweekly Performance Appraisal “rough drafts” (send reminder emails)	Due to DD before September 10 <sup>th</sup> for reviewing before counseling	
Certification of Efforts	Copy for files – TBD	Originals from district to Tina Ward – TBD
Final Accounting Approval Form	Copy of form – TBD	County sends original signed form & check (if applicable)to Tina Ward – TBD
Tax Rates established by counties (District Board meets to approve & submit to Fiscal Court)	September 15 <sup>th</sup>	Copies to Jeff Young by September 30 <sup>th</sup>
<b>OCTOBER</b>		
Performance Appraisals for Agents, (schedule date, times and places)		PE’s must be in 1:1 meeting stage for Dr. Henning and Jeff Young to review
Biweekly Performance Appraisals		Signed original by October 1 <sup>st</sup>
Motor Vehicle/Watercraft Tax Form	Copy of form to DD by October 1st	Original to Frankfort by October 1 <sup>st</sup>
County Payments	Copy to DD by October 1st	Send original to Karen Ramage by 10 <sup>th</sup>
<b>Review County MOA for Stop Gap Funding. If funding changes have occurred, amend MOA and submit to Tina Ward and DD.</b>		
<b>NOVEMBER</b>		
Equipment Inventory		Dian Stapleton will be emailing counties to verify UK equipment inventory
Performance Appraisals for Agents, (schedule date, times and places)		PE’s must be in 1:1 meeting stage for Dr. Henning and Jeff Young to review
<b>DECEMBER</b>		
County Assessments (prepare rough draft in Dec before Jan District Staff Budget Meeting)	Finalize to go in Budget packet to county fiscal coordinator by January	
County Extension Council Officers (list of officers including names and addresses)		To Jeff Young by December 15 <sup>th</sup>
Report To The People	Email to DD before Thanksgiving Break	Final draft to Program & Staff Dev. By December 1 <sup>st</sup>
State Extension Council Delegates selected		Send info to Dian Stapleton/Karen

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(keep list current and report any changes and bios of new Delegates to Dian Stapleton; Keep up with who is rotating off/on and who needs to supply delegates for upcoming year)		Ramage by December 15 <sup>th</sup>
Diversity Award		Apply by mid-December; submit to CAFÉ Office of Diversity
Randall Barnett Award		Apply by mid-December; submit to Karen Ramage
<b>JANUARY</b>		
County Payments	Copy to DD by January 10 <sup>th</sup>	County to send original to Jeff Young by January 10 <sup>th</sup>
Review County MOA for Stop Gap Funding. If funding changes have occurred, amend MOA and submit to Tina Ward and DD.		
Agent request for Administrative Review must be filed by January 15	File summary/report in agents Performance Appraisal file	January 15 – Contact Jeff Young
Update Board Members & Agent Contact information on DLG site Officers must be elected for District Board by January 30	January 30 <sup>th</sup> Copy to DD	January 31 <sup>st</sup> corrections made to DLG website
County District Board Treasurers Bonded	Within 10 days of his/her election	125% of the largest amount in hand at any one time
Career Ladder Applications (send email reminder to agents by first of January)	By January 31 <sup>st</sup>	Send original application and transcript to Jeff Young before deadline
<b>FEBRUARY</b>		
County Offset Voucher	Submit signed form to DD before February 1st for DD to finalize and forward on to Tina Ward	Signed originals to Tina by February 1st; copy to county; and copy for DD file
Fiscal Coordinator Training at District Staff Meeting (prepare all materials including: Budget Memorandum, County Assessment/Anticipated Income Sheet, and any other pertinent information)	2 <sup>nd</sup> Wednesday of the month of February	
State Extension Council Meeting	DD's need to remind delegates to send in their registration	Meeting date TBD
<b>MARCH</b>		
“Mid-Year” Certification of Efforts	Copy for DD files - TBD	Original copies from each district must be sent to Tina Ward by March 27 <sup>th</sup>
<b>APRIL</b>		
Status of County Offices (new addresses, new buildings, additions, etc.)	Send to Dian Stapleton by April 1 <sup>st</sup>	

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Biweekly Mid-Year Review – if needed (email reminder to agents)	Copy for DD files by April 30 <sup>th</sup>	
County Payments	Copy for DD files by April 30 <sup>th</sup>	County to send original to Jeff Young by April 10 <sup>th</sup>
Review County MOA for Stop Gap Funding. If funding changes have occurred, amend MOA and submit to Tina Ward and DD.		
District Board Budget- Use DLG budget( minimal budget)	Signed copy to DD by April 15 <sup>th</sup>	Given to Fiscal Court
<b>MAY</b>		
Space Inventory		Due to Dian Stapleton by May 1 <sup>st</sup>
Gifts, Grants & Contracts (Financial Report Form)	May 1 <sup>st</sup>	Send information by district to Jeff Young by May 15 <sup>th</sup>
Plan of Work “Rough Draft”	Complete draft of county POW to DD by May 1 <sup>st</sup> for review; DD should notify county once approved	
		1 original to Tina Ward & 1 to county
Salary Recommendation Forms for biweekly staff (process and call county if not correct)	1 original per employee to DD by May 10 submitted electronically	Send original to Tina Ward by May 15
Program Support Budgets	Signed originals to DD by May 10 <sup>st</sup>	May 15
Uniform Financial Information Report	May 1 <sup>st</sup> DD	May 1 <sup>st</sup> DLG
Affirmative Action Plan “Rough Draft”	Complete draft of county plan to DD by May 15 <sup>th</sup> for review; DD should notify county once approved	
<b>JUNE</b>		
ANR, 4H, FCS Program Contact Assignments (make sure these are updated for upcoming FY on county & state levels)		June 30 <sup>th</sup>
Performance Appraisal Rating Option Sheet (if applicable year)	Original to DD by June 1 <sup>st</sup>	
Schedule of Disbursements	3 signed originals and 1 electronic copy - Send to DD by June 15	1 original and one electronic to Tina Ward & 1 to county
Memorandums of Agreement	3 signed originals and 1 electronic to DD by June 15	1 original and 1 electronic to Tina Ward & 1 to county
County Coordinator Lists for new FY from counties (prepare master list for DD) Send list of new I-9 signers to Susan Wiley by June 1 <sup>st</sup>	DD by June 1 <sup>st</sup>	

Specific Item	Due to District Director	Final Due Date
Fiscal Year SPGE budgets (must be passed)	Send to DD by May 15th	June 30 <sup>th</sup>
Monthly KERS Reports Final		June 30 <sup>th</sup> (via KERS)
Plan of Work "Final"		Counties submit in KERS by June 30 <sup>th</sup>
Affirmative Action Report for previous FY		Counties submit in KERS by June 30 <sup>th</sup>
Affirmative Action Plan "Final"		Counties submit in KERS by 30 <sup>th</sup>
Final Accounting Approval Form	Copy of form – TBD	County sends original signed form and check (if applicable to Tina - TBA)
American Disabilities Act Assessment Plan	Update as needed; if updating, submit ADA plan along with Affirmative Action plan	Counties send copy to DD & a copy to Thomas Keene by June 30 <sup>th</sup>
In-Service Trainings		Sign up by June 30 <sup>th</sup>
Budget Amendments Due to DLG	Copy to DD	June 30 <sup>th</sup> DLG

Revised 06/15/15