

**Extension Annual Calendar/Reporting Deadlines****2017-18**

<b>Specific Item</b>	<b>Procedure</b>	<b>Deadline</b>	<b>Final Due Date</b>	<b>District Office</b>
<b>JULY</b>				
<b>Audits</b>	Upload pdf to DLG within 15 days following receipt from CPA/ \$100,000-500,000 = audit every 4 years; greater than \$500,000 = audit every year/Based on annual receipts from all sources or annual expenditures KRS 65A.030	Completed no later than 12 months after the close of the fiscal year	July 1 <sup>st</sup>	Copy to DD
<b>County payment to UK</b>	Original letter/check to Jeff Young		July 10 <sup>th</sup>	Copy to DD
<b>Monthly KERS Reports</b>	Service Log Report-documents Expenses, Meetings & Activities, and Statistical Contacts <a href="http://ces-manuals.ca.uky.edu/content/reports-agent">http://ces-manuals.ca.uky.edu/content/reports-agent</a>	10 <sup>th</sup> of each month	July 15 <sup>th</sup> (Year End)	Expenses - copy to DD
<b>Success Stories</b>	KERS - at least five (5) per agent	Quarterly Sept, Dec, Mar, June by the 10 <sup>th</sup>	July 15 <sup>th</sup>	Notify DD when each submitted
<b>Priority Indicators &amp; Featured Program Data</b>	KERS Priority Indicator-one combined report is required per county	Data can be entered any time throughout the year	July 15 <sup>th</sup>	Notify DD when submitted
<b>Registration &amp; Board Reporting</b>	Counties shall annually complete this form on the DLG online portal – SPGE Form 100 KRS 65A.090	No later than 15 days after the start of the fiscal year	July 15 <sup>th</sup>	Copy to DD
<b>Registration Fee</b>	Paid annually after completion of registration; through the DLG portal KRS 65A.090	No later than 15 days after the start of the fiscal year	July 15 <sup>th</sup>	Copy to DD
<b>Budget Estimates</b>	Budget estimates adopted by Board must be posted on DLG SPGE Form 101/column 1 KRS 65A.080(1) KRS 65A.020(2)(a)2	No later than 15 days after the start of the fiscal year	July 15 <sup>th</sup>	Copy to DD

Actual Program Support Expenses	Agents and Program Assistants with a program support budget for the previous FY-must complete this form & have it signed by District Board The reporting form can be found on the annual budget spreadsheet located on the District Director web page	Blank form located on District Director website/DB tab	Due to DD by July 15 <sup>th</sup>	
Financial Report for Volunteer Groups	KERS		July 15 <sup>th</sup>	
SNAP-Ed Report	KERS	10 <sup>th</sup> of each month	July 15 <sup>th</sup>	
<b>AUGUST</b>				
4-H ES-237	4-H Online		August 1 <sup>st</sup>	
Agent Performance Appraisal document	myUK		August 1 <sup>st</sup>	
Year End Actuals/Excel	<u>Step 1</u> -enter your year-end actual figures into the previous years' excel budget spreadsheet under the "ACT INC & EXP" tab; then scroll over to the "SUMMARY" tab at the end and print this sheet. The figures on this sheet in column 3 are what you use to complete the next task (step 2)		August 15 <sup>th</sup>	Copy to DD
<b>SEPTEMBER</b>				
Year End Actuals/DLG	<u>Step 2</u> -Enter the figures from the SUMMARY sheet into the DLG SPGE Form 101/column 3 KRS 65A.020(2)	No later than 60 days after the close of the fiscal year	September 1 <sup>st</sup>	
Financial Statement (Publication Requirement)	Financial statement to be prepared annually (this is the SUMMARY sheet from the previous step). Publish location in local newspaper where financial statement, budget and audit report may be examined. Your PUBLICATION MUST READ: "The (name of the District)'s most recent audit and adopted budget can be viewed anytime on the Department for Local Government's Public Portal website, <a href="https://kydlqweb.ky.gov/entities/16_SpgeHome.cfm">https://kydlqweb.ky.gov/entities/16_SpgeHome.cfm</a> . If you would like to view our most recent financial statement, please visit us at our home office located at (insert your Extension Office address), during our normal office hours of (fill in normal hours)". KRS 65A.080(2)	DO NOT publish the complete Financial Statement in the newspaper  DO NOT send to DLG  No later than 60 days after the close of the fiscal year	September 1 <sup>st</sup>	Copy to DD

District Staff Meeting	Location TBD		2 <sup>nd</sup> Wednesday of the Month	
Bi-Weekly Performance Appraisal “Rough Draft”	Rough Draft due to DD to review before counseling with employee	September 10 <sup>th</sup>		
SNAP-Ed Reports	Final day to enter number of copies for reimbursement Sept. 16 <sup>th</sup> Last day for assistant to submit travel Sept. 23 <sup>rd</sup> Last day to enter contacts Sept. 30 <sup>th</sup>	Monthly by the 10 <sup>th</sup>	September 30 <sup>th</sup>	
Tax Rates (established by counties)	Once you receive the worksheet calculations from Frankfort/Lexington you will have a district board meeting to set the tax rates for the upcoming year. Submit rates to fiscal court & file with county court clerk. <b>If your county is taking the 4% rate you only have 45 days to hold a hearing and submit your paperwork.</b>	TBD	TBD	Return form to DD by Sept. 15 <sup>th</sup>
Final Accounting Sheets & Approval Form	Original signed sheet/check (if applicable) to Tina Ward		TBD	Copy to DD
<b>OCTOBER</b>				
Bi-Weekly Performance Appraisals “Final”	Signed original to DD		October 1 <sup>st</sup>	
Motor Vehicle/Watercraft Tax	Original to Frankfort <a href="http://ces-manuals.ca.uky.edu/files/manual_1/manual/RevenueCabinetMemoTaxRates.pdf">http://ces-manuals.ca.uky.edu/files/manual_1/manual/RevenueCabinetMemoTaxRates.pdf</a>		October 1 <sup>st</sup>	Copy to DD
County Payment to UK	Original letter/check to Jeff Young		October 10 <sup>th</sup>	Copy to DD
Intern Applications	Process opens October 1 <sup>st</sup> ; completed form to District Director for approval		December 31 <sup>st</sup>	
District Staff Meeting	TBD		2 <sup>nd</sup> Wednesday of the Month	
Property Tax Rate Request Form 62A3000 (7-16)	Necessary to ensure that you will receive the correct property tax revenue & that they have the correct address to mail the collected revenue to <a href="http://revenue.ky.gov/Forms/62A3000%20%287-16%29.pdf">http://revenue.ky.gov/Forms/62A3000%20%287-16%29.pdf</a>	Original form to Department of Revenue	October 15 <sup>th</sup>	Copy to DD & County Clerk

## NOVEMBER

County Extension Council	Submits a list of two (2) nominees to the County Judge Executive for each member to be appointed to the Extension District Board		By November 1 <sup>st</sup>	
Final Accounting Sheets & Approval Form	Original signed sheet/check (if applicable) To Tina Ward		TBD	Copy to DD
Equipment Inventory (State)	Dian Stapleton will be emailing counties to verify specific UK equipment inventory		TBD	
County Equipment Inventory	All county owned/purchased equipment over the amount of \$500 is to be accounted for at all times. (The county will need to keep a spreadsheet with the following information listed: Item/description, cost, purchased when/where, who is it assigned to/or located in the building, etc.)	Any items added or deleted throughout the year are to be documented.	TBD (Same timeframe as State)	
District Staff Meeting	TBD		2 <sup>nd</sup> Wednesday of the Month	
Report to the People "Rough Draft"	Rough Draft to DD before Thanksgiving Break to review <a href="http://psd.ca.uky.edu/reportstothepeople">http://psd.ca.uky.edu/reportstothepeople</a>	Thanksgiving Break		

## DECEMBER

District Staff Meeting	TBD		2 <sup>nd</sup> Wednesday of the Month	
District Board Members Appointed	By law the County Judge Executive shall appoint required board members KRS 164.635		By December 15 <sup>th</sup>	
County Extension Council Officers	List of officers including names and addresses (original to Jeff Young)		December 15 <sup>th</sup>	Copy to DD
Report to the People "Final"	Submitted as email attachment to Program & Staff Development (Word, Publisher or PDF) Required template: <a href="http://www.ca.uky.edu/psd/">http://www.ca.uky.edu/psd/</a>		December 1 <sup>st</sup>	

State Extension Council Delegates selected	Keep list current & report any changes/bios of new delegates to Dian Stapleton		December 15 <sup>th</sup> to DD	
Diversity Award	Submit to CAFÉ Office of Diversity		Apply by Mid-December	
<b>JANUARY</b>				
District Board Meeting	County Judge Executive administers oath of office to incoming board members; and conducts nomination and election of new board chair KRS 164.650 <a href="http://districts.ca.uky.edu/files/oath_of_office.pdf">http://districts.ca.uky.edu/files/oath_of_office.pdf</a>			
Review County Insurance Policies	District Board to review insurance policies whether through KACo or other company. Review financial obligations of agents.		TBD	
County Payment to UK	Original letter/check to Jeff Young		December 10 <sup>th</sup>	Copy to DD
District Staff Meeting	TBD		2 <sup>nd</sup> Wednesday of the Month	
Update Board Members & Agent Contact information on DLG	Officers must be elected by District Board by January 30 <sup>th</sup>		January 31 <sup>st</sup> corrections to DLG	Copy to DD
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	Completed form to DD <a href="http://districts.ca.uky.edu/files/career_ladder_guidelines_rev_july_2016.pdf">http://districts.ca.uky.edu/files/career_ladder_guidelines_rev_july_2016.pdf</a>		Before February 1 <sup>st</sup>	
<b>FEBRUARY</b>				
County Offset Voucher	Signed original to DD <a href="http://districts.ca.uky.edu/files/county_offset_voucher.pdf">http://districts.ca.uky.edu/files/county_offset_voucher.pdf</a>		February 1 <sup>st</sup>	
District Staff Meeting	TBD		2 <sup>nd</sup> Wednesday of the Month	

State Extension Council Meeting	Normally Spring and/or Summer of the year		TBD	
<b>MARCH</b>				
District Staff Meeting	TBD		2 <sup>nd</sup> Wednesday of the Month	
CES Budget Plan "Rough Draft"	Submitted to DD		TBD	
<b>APRIL</b>				
Status of County Offices	New addresses, new building, additions, etc.		Send to DD by April 1 <sup>st</sup>	
District Staff Meeting	TBD		2 <sup>nd</sup> Wednesday of the Month	
County Payment to UK	Original letter/check to Jeff Young		April 10 <sup>th</sup>	Copy to DD
Bi-Weekly Mid-Year Review (if needed)			April 30 <sup>th</sup>	Copy to DD
District Board Budget	Communicate with DB's and County Judge Exec. that UK budget will not be finalized until June (which include any salary increases). Counties should submit a DRAFT budget to County Judge Exec. and with budget finalized and forwarded in June  Print Summary Sheet from Excel Budget template, sign & submit figures to the SPGE Form 101/column 1		Fiscal Court by April 15 <sup>th</sup>	Copy to DD
<b>MAY</b>				
Space Inventory	(any county adding space)		Due to DD by May 1 <sup>st</sup>	
Randall Barnett Award	Submit to DD <a href="https://psd.ca.uky.edu/randallbarnett">https://psd.ca.uky.edu/randallbarnett</a>		Apply by May 1 <sup>st</sup>	
J. Lester Miller, Graduate Fellowship Applications	Completed Application and supporting documents to Director of Extension		May 1 <sup>st</sup>	

Gifts, Grants & Contracts (Financial Report Form)	<a href="http://districts.ca.uky.edu/files/financial_report_form_2014_0.pdf">http://districts.ca.uky.edu/files/financial_report_form_2014_0.pdf</a>		Due to DD by May 1 <sup>st</sup>	
Plan of Work “Rough Draft”	Complete county RD due to DD for review		May 1 <sup>st</sup>	
District Staff Meeting	TBD		2 <sup>nd</sup> Wednesday of the Month	
Memorandum of Agreement	3 signed originals & electronic file to DD		TBD	
Schedule of Disbursements	3 originals & electronic file to DD		TBD	
Bi-Weekly Salary Recommendation Forms	Submit online through Fiscal Coordinator portal & One (1) signed original per employee to DD		TBD	
Program Support Budgets	Signed originals to DD		TBD	
Uniform Financial Information Report-UFIR Form F-65(KY-5)	Submit on DLG for the previous fiscal year (Can be completed earlier at the close of the fiscal year when you have all of your figures together) KRS 65.905 <a href="https://kydlgweb.ky.gov/Entities/SPGEO_Search.cfm">https://kydlgweb.ky.gov/Entities/SPGEO_Search.cfm</a>	Due May 1 <sup>st</sup> following the close of the fiscal year	May 1 <sup>st</sup>	Copy to DD
Affirmative Action PLAN “Rough Draft”	Email complete draft to DD for review		May 15 <sup>th</sup>	
<b>JUNE</b>				
Performance Appraisal Rating Option Sheet	Signed original to DD <a href="http://districts.ca.uky.edu/files/perf_app_rating_opt_3_2016.pdf">http://districts.ca.uky.edu/files/perf_app_rating_opt_3_2016.pdf</a>		June 1 <sup>st</sup>	
County Coordinator Lists	Signed form to DD (DD to forward changes in I-9 signers to Thomas Keene) <a href="http://districts.ca.uky.edu/files/co_coordinator_list_form.pdf">http://districts.ca.uky.edu/files/co_coordinator_list_form.pdf</a>		June 1 <sup>st</sup>	
Fiscal Year SPGE budgets	Must be passed	Due to DD by May 15 <sup>th</sup>	June 30 <sup>th</sup> on DLG	
Monthly KERS Reports	Final for the fiscal year – KERS		June 30 <sup>th</sup>	
Plan of Work “Final”	KERS		June 30 <sup>th</sup>	

Affirmative Action Report	Submit in KERS for previous fiscal year (2 questions to answer and a chart)		June 30 <sup>th</sup>	
Affirmative Action Plan "Final"	Submitted in KERS		June 30 <sup>th</sup>	
American Disabilities Act Assessment Plan	Update as needed; if updating, submit ADA plan along with Affirmative Action Plan to Thomas Keene		June 30 <sup>th</sup>	Copy to DD
Budget Amendments	Submit on DLG; SPGE Form 101/column 2 (if needed) KRS 65A.020(2)	No later than last day of fiscal year	June 30 <sup>th</sup>	Copy to DD
In-Service Trainings	All new sign ups should be submitted in KERS; Be sure to review the catalog monthly		By June 30 <sup>th</sup>	
ANR, 4H, FCS Program Contact Assignments	Original to DD. (DD then emails to appropriate Assistant Director)		June 30 <sup>th</sup>	
District Board Meeting	To review past years budget and rectify expenditure accounts		Before June 30 <sup>th</sup>	

8/7/2017

NOTE: All financial reports to DLG must be submitted electronically on the DLG website – <http://kydlgweb.ky.gov/>

