

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

| Specific Item | Procedure | Deadline | Final Due Date | District Office |
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| JULY | | | | |
| Audits | 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 st | Copy to DD |
| County payment to UK | Original letter/check to Jeff Young | | July 10 th | Copy to DD |
| Monthly KERS Reports | Service Log Report-documents Expenses, Meetings & Activities, and Statistical Contacts http://ces-manuals.ca.uky.edu/content/reports-agent | 10 th of each month | July 15 th (Year End) | Expenses - copy to DD |
| Success Stories | KERS - at least five (5) per agent | Quarterly Sept, Dec, Mar, June by the 10 th | July 15 th | Notify DD when each submitted |
| Program Indicators Data | KERS Program Indicator-one combined report is required per county | Data can be entered any time throughout the year | July 15 th | Notify DD when submitted |
| Registration & Board Reporting | 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 th | Copy to DD |
| Registration Fee | 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 th | Copy to DD |

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| Budget Estimates | 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 15th | 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 th | |
| Financial Report for Volunteer Groups | KERS | | July 15th | |
| SNAP-Ed Report | KERS | 10 th of each month | July 15 th | |
| AUGUST | | | | |
| 4-H ES-237 | 4-H Online | | August 1 st | |
| Agent Performance Appraisal document | myUK | | August 1 st | |
| 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 th | Copy to DD |
| SEPTEMBER | | | | |
| 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 st | |

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| 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, https://kydlqweb.ky.gov/entities/16_SpgeHome.cfm . 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 st | Copy to DD |
| District Staff Meeting | Location TBD | | 2 nd Wednesday of the Month | |
| Bi-Weekly Performance Appraisal “Rough Draft” | Rough Draft due to DD to review before counseling with employee | September 10 th | | |
| SNAP-Ed Reports | Final day to enter number of copies for reimbursement Sept. 16 th Last day for assistant to submit travel Sept. 23 rd Last day to enter contacts Sept. 30 th | Monthly by the 10th | September 30 th | |
| 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. If your county is taking the 4% rate you only have 45 days to hold a hearing and submit your paperwork. | TBD | TBD | Return form to DD by Sept. 15 th |
| Final Accounting Sheets & Approval Form | Original signed sheet/check (if applicable) to Tina Ward | | TBD | Copy to DD |
| OCTOBER | | | | |
| Bi-Weekly Performance Appraisals “Final” | Signed original to DD | | October 1 st | |
| Motor Vehicle/Watercraft | Original to Frankfort | | October 1 st | Copy to DD |

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| Tax | http://ces-manuals.ca.uky.edu/files/manual_1/manual/RevenueCabinetMemoTaxRates.pdf | | | |
| County Payment to UK | Original letter/check to Jeff Young | | October 10 th | Copy to DD |
| Intern Applications | Process opens October 1st; completed form to District Director for approval | | December 31 st | |
| District Staff Meeting | TBD | | 2 nd 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 http://revenue.ky.gov/Forms/62A3000%20%287-16%29.pdf | Original form to Department of Revenue | October 15 th | 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 st | |
| 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 nd Wednesday of the Month | |
| Report to the People "Rough Draft" | Rough Draft to DD before Thanksgiving Break to review http://psd.ca.uky.edu/reportstothepeople | Thanksgiving Break | | |
| DECEMBER | | | | |

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| District Staff Meeting | TBD | | 2 nd Wednesday of the Month | |
| District Board Members Appointed | By law the County Judge Executive shall appoint required board members KRS 164.635 | | By December 15th | |
| County Extension Council Officers | List of officers including names and addresses (original to Jeff Young) | | December 15 th | Copy to DD |
| Report to the People "Final" | Submitted as email attachment to Program & Staff Development (Word, Publisher or PDF) Required template: http://www.ca.uky.edu/psd/ | | December 1 st | |
| State Extension Council Delegates selected | Keep list current & report any changes/bios of new delegates to Dian Stapleton | | December 15 th to DD | |
| Diversity Award | Submit to CAFÉ Office of Diversity | | Apply by Mid-December | |
| JANUARY | | | | |
| 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 http://districts.ca.uky.edu/files/oath_of_office.pdf | | | |
| District Boards – "Your Duty Under the Law and Certificate of Distribution" | All District Board member should receive a copy of "Your Duty Under the Law" and "Managing Government Records". District Board members then complete "Proof of Receipt", which is keep on file at the Extension Offices. See link below for latest versions of files. https://ag.ky.gov/orom/Pages/alert.aspx | Complete within 60 days of taking Oath of Office | Complete as part of Oath of Office process | Retain copies of Proof of Receipt in Extension Office. Email DD when complete. |
| 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 th | Copy to DD |

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| District Staff Meeting | TBD | | 2 nd Wednesday of the Month | |
| Update Board Members & Agent Contact information on DLG | Officers must be elected by District Board by January 30 th | | January 31 st 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 http://districts.ca.uky.edu/files/career_ladder_guidelines_rev_july_2016.pdf | | Before February 1 st | |
| FEBRUARY | | | | |
| County Offset Voucher | Signed original to DD http://districts.ca.uky.edu/files/county_offset_voucher.pdf | | February 1 st | |
| District Staff Meeting | TBD | | 2 nd Wednesday of the Month | |
| State Extension Council Meeting | Normally Spring and/or Summer of the year | | TBD | |
| MARCH | | | | |
| District Staff Meeting | TBD | | 2 nd Wednesday of the Month | |
| CES Budget Plan "Rough Draft" | Submitted to DD | | TBD | |
| APRIL | | | | |
| Status of County Offices | New addresses, new building, additions, etc. | | Send to DD by April 1 st | |
| District Staff Meeting | TBD | | 2 nd Wednesday of the Month | |
| County Payment to UK | Original letter/check to Jeff Young | | April 10 th | Copy to DD |

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| Bi-Weekly Mid-Year Review (if needed) | | | April 30 th | Copy to DD |
| District Board Budget | <p>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</p> <p>Print Summary Sheet from Excel Budget template, sign & submit figures to the SPGE Form 101/column 1</p> | | Fiscal Court by April 15 th | Copy to DD |
| MAY | | | | |
| Space Inventory | (any county adding space) | | Due to DD by May 1 st | |
| Randall Barnett Award | <p>Submit to DD</p> <p>https://psd.ca.uky.edu/randallbarnett</p> | | Apply by May 1 st | |
| J. Lester Miller, Graduate Fellowship Applications | Completed Application and supporting documents to Director of Extension | | May 1 st | |
| Gifts, Grants & Contracts (Financial Report Form) | http://districts.ca.uky.edu/files/financial_report_form_2014_0.pdf | | Due to DD by May 1 st | |
| Plan of Work "Rough Draft" | Complete county RD due to DD for review | | May 1 st | |
| District Staff Meeting | TBD | | 2 nd 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 | <p>Submit online through Fiscal Coordinator portal &</p> <p>One (1) signed original per employee to DD</p> | | TBD | |
| Program Support Budgets | Signed originals to DD | | TBD | |

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| 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 https://kydlgweb.ky.gov/Entities/SPGE0_Search.cfm | Due May 1 st following the close of the fiscal year | May 1 st | Copy to DD |
| Affirmative Action PLAN “Rough Draft” | Email complete draft to DD for review | | May 15 th | |
| JUNE | | | | |
| Performance Appraisal Rating Option Sheet | Signed original to DD http://districts.ca.uky.edu/files/perf_app_rating_opt_3_2016.pdf | | June 1 st | |
| County Coordinator Lists | Signed form to DD (DD to forward changes in I-9 signers to Thomas Keene) http://districts.ca.uky.edu/files/co_coordinator_list_form.pdf | | June 1 st | |
| Fiscal Year SPGE budgets | Must be passed | Due to DD by May 15 th | June 30 th on DLG | |
| Monthly KERS Reports | Final for the fiscal year – KERS | | June 30 th | |
| Plan of Work “Final” | KERS | | June 30 th | |
| Affirmative Action Report | Submit in KERS for previous fiscal year (2 questions to answer and a chart) | | June 30 th | |
| Affirmative Action Plan “Final” | Submitted in KERS | | June 30 th | |
| American Disabilities Act Assessment Plan | Update as needed; if updating, submit ADA plan along with Affirmative Action Plan to Thomas Keene | | June 30 th | 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 th | 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 th | |
| ANR, 4H, FCS Program Contact Assignments | Original to DD. (DD then emails to appropriate Assistant Director) | | June 30 th | |

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| District Board Meeting | To review past years budget and rectify expenditure accounts | | Before June 30 th | |
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8/7/2017

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

