

## Calendar of Due Dates

Prepare for each item one to two months before due date.

July	Appointed supervisors take oaths of office
July 1	Fiscal year begins
July 15	Deadline for providing information to county tax assessor(s) on mill levies: <ul style="list-style-type: none"> <li>• Mill levy rate resolution</li> </ul>
	Point system worksheet due to NMDA
July 30	4th quarter budget report due to DFA-LGD for the <b>past fiscal year</b> (cc: SWCC region commissioner and NMDA)*
July 31	Final budget and budget resolution for <b>current fiscal year</b> due to DFA-LGD (cc: SWCC region commissioner and NMDA)*
	Final WQ&C grant report due to SWCC
September 1	Annual report of activities and annual plan for the <b>past fiscal year</b> due to SWCC region commissioners and NMDA
October 30	1st quarterly budget report due to DFA-LGD (cc: SWCC region commissioner and NMDA)
October 31	WQ&C 1st quarter report and budget due to SWCC
November	State wide supervisor's election on 1st Tuesday of odd numbered years
Nov - Dec	Adopt Open Meetings Act resolution to cover upcoming calendar year (cc: NMDA)
January	Elected supervisors take oaths of office Reorganize district board: Elect chairman, vice chair, and secretary-treasurer Report to NMDA name, address, and phone number of all board members and indicate chair, vice chair, and secretary-treasurer positions Conduct district board mid-year budget review Ensure that proper bonding policy is in place
January 30	2nd quarterly budget report due to DFA-LGD (cc: SWCC region commissioner and NMDA)*
January 31	WQ&C grant 2nd quarterly report and budget due to SWCC
April	Pass annual mill levy rate resolution and submit to the SWCC for approval WQ&C grant RFP's due to SWCC
April 20	3rd quarterly budget report due to DFA-LGD (cc: SWCC region commissioner and NMDA)*
April 30	WQ&C grant 3rd quarterly report and budget due to SWCC
June	Finalize annual work plan for coming fiscal year
June 1	Budget and budget resolution for the coming fiscal year due to DFA-LGD (cc: SWCC region commissioner and NMDA)
	Option: submit preliminary budget by June 1; final budget with budget resolution by July 30
June 15	Report recommendations for appointed supervisors (positions 6 and 7) to the SWCC through NMDA
June 30	Fiscal year ends

Additional notes: Review district plan at least annually  
Review Annual Work Plan each month

\*Reports consist of cash report, bank account reconciliation, quarterly cash report and description of investments

SWCC: Soil and Water Conservation Commission (email: swcc@nmda.nmsu.edu)

NMDA: New Mexico Department of Agriculture (Las Cruces)

DFA-LGD: Department of Finance Administration - Local Government Division (Santa Fe)