

Calendar of Due Dates

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

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