

Calendar of Due Dates

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

July 1	Fiscal year begins.
July	Elected and appointed supervisors take oaths of office.
July	Reorganize district board: Elect chairman, vice chair, and secretary-treasurer
July	Report to NMDA name, address, and phone number of all board members and indicate chair, vice chair, and secretary-treasurer positions.
July 15	Deadline for providing information to county tax assessor(s) on mill levies: <ul style="list-style-type: none"> • Mill levy rate resolution; • Results of mill levy referendum (if applicable); • List of land owners and legal description of lands subject to mill levy.
July 15	Point system worksheet due to NMDA
July 20	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 20	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.
Nov to Dec	Adopt Open Meetings Act resolution to cover upcoming calendar year (cc: NMDA)
January	Conduct district board mid-year budget review Ensure that proper bonding policy is in place
January 20	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.
May	State wide supervisor's election on 1 st Tuesday of even numbered years.
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 or 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)