

SWCD Due Dates FY14

Due Date	Activity	Date Completed
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	<p>Deadline for providing information to county tax assessor(s) on mill levies:</p> <ul style="list-style-type: none"> • Mill levy rate resolution; • Results of mill levy referendum (if applicable); <p>List of land owners and legal description of lands subject to mill levy.</p>	
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, SWCC region commissioner, and NMDA)*	
July 31	Final budget and budget resolution for current fiscal year due to DFA/(cc: SWCC, 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,, SWCC region commissioner and NMDA.	
October 20	1 st quarterly budget report due to DFA-LGD (cc: SWCC, 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, 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, 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 odd numbered years.	
June 1	Budget and budget resolution for the coming fiscal year due to DFA-LGD, (cc: SWCC, 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	
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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.***

****If a report's due date falls on a weekend or holiday, it will be due the following business day.***

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)