

JANUARY

Date or Time	Event/Distribution/Action	Statutory	Local
Prior to 1st Payroll			Update payroll info i.e.. Tax withholding rates; unemployment rates; KPERS rates; Health Insurance rates.
During	Transient Guest Tax (K.S.A. 12-1698)	Cities of first & second classes publish quarterly report and cities of third class publish an annual report. (K.S.A. 12-1608)	Complete all previous year 4th quarter reports i.e.. Unemployment tax; IRS 941; grant reports; water protection fee.
During	Connecting Links (K.S.A. 68-416)	Library Board to submit annual report (K.S.A. 12-1225)	Close out previous year accounting and prepare records for audit.
During			Set up accounting for new year.
During			If applicable do Generally Accepted Accounting Principles (GAAP) Waiver Resolution for new year.
During			Check mileage rates and interest on meter deposits.
During	Filing deadline for elective office candidates - check with County Clerk for exact date & time.		
During			Sign up to receive League of KS Municipalities Legislative Bulletins on line - www.lkm.org
2nd Monday (odd years)	State, district, county, & township officers begin terms (various statutes & KS Constitution)		
2nd Monday	Legislature convenes (KS Constitution)		
3rd Monday	*Martin Luther King Day		
1st	*New Years Day		
15th	Special Highway (K.S.A. 79-3425c)		
20th	County Treasurer Distribution (K.S.A. 12-1678a & 79-5109)		
By 20th	Report to Division of Vehicles identifying each vehicle owned (K.S.A. 8-1,134)		
29th	Kansas Day		
By 31st	W-2's & 1099s due		
By 31st	KPERS annual report due		

* State Holiday & United States Postal Service Holiday

This calendar is meant to serve as a guide and does not contain all deadlines and duties of the city clerk or municipal finance officer.

FEBRUARY

Date or Time	Event/Distribution/Action	Statutory	Local
During	Register to attend CCMFOA Spring Conference, www.ccmfoa.org		
During	Annual Water Report due to State of Kansas		
Before 1st 3rd Monday	*President's Day	Mayor, with consent of governing body, appoints directors of cemetery board (K.S.A. 12-1422)	
By the 28th	FICA & Federal Withholding Reports due for previous year.		
By the 28th	State Withholding Reports with copy of W-2s and 1099s due for previous year.		

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APRIL

Date or Time	Event/Distribution/Action	Statutory	Local
During	Transient Guest Tax (K.S.A. 12-1698)	Cities of first & second classes publish quarterly report. (K.S.A. 12-1608)	Complete all 1st quarter reports i.e.. Unemployment tax; IRS 941; grant reports; water protection fee.
During	Connecting Links (K.S.A. 68-416)		
During	Basic Budget Training by KS Dept. of Administration Municipal Services Team		
During	Municipal Court Clerk training www.ksmunicipalcourts.com		
During	Order Governing Handbooks from League of KS Municipalities for newly elected		
During	Oaths of office for newly elected and appointments		
On or by the 1st		Final date for boundary change to be in effect for current tax year (K.S.A. 79-1807)	
On or by the 1st		Firefighter's Relief Association submits accounts to State Insurance Commissioners (K.S.A. 40-1706)	
1st Tuesday	Election Day		
15th	Special Highway (K.S.A. 79-3425c)		
15th	Redevelopment District Distribution (K.S.A. 12-1775a)		

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JULY

Date or Time	Event/Distribution/Action	Statutory	Local
By 1st 4th	Send out Public Water Supply Consumer Confidence Report. Additional info www.kdhe.state.ks.us/pws		
	*Independence Day		
By the 5th		Statement of Bonded & Indebtedness as of 6/30 to County Clerk	
15th	Special Highway (K.S.A. 79-3425c)		
During	Transient Guest Tax (K.S.A. 12-1698)	Cities of first & second classes publish quarterly report. (K.S.A. 12-1608)	Complete all 2nd quarter reports i.e.. Unemployment tax; IRS 941; grant reports; water protection fee.
During	Connecting Links (K.S.A. 68-416)		

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AUGUST

Date or Time	Event/Distribution/Action	Statutory	Local
On or by 1st		Governing Body prepares budget (K.S.A. 79-2927)	
On or by 5th		Publish budget (K.S.A. 79-2929)	
On or by 15th		Budget hearing (K.S.A. 79-2933)	
On or by 25th	Certify budget to County Clerk		

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OCTOBER

Date or Time	Event/Distribution/Action	Statutory	Local
During	Transient Guest Tax (K.S.A. 12-1698)	Cities of first & second classes publish quarterly report. (K.S.A. 12-1608)	Complete all 3rd quarter reports i.e.. Unemployment tax; IRS 941; grant reports; water protection fee.
During	Register to attend CCMFOA Certification Institute www.ccmfoa.org		
During	Annual League of Kansas Municipalities Conference		
During	Connecting Links (K.S.A. 68-416)		
15th	Special Highway (K.S.A. 79-3425c)		
20th	County Treasurer Distribution (K.S.A. 12-1678a & 79-5109)		

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DECEMBER

Date or Time	Event/Distribution/Action	Statutory	Local
During	County Treasurer MVT		
During			Set up next years calendar with items such as council meeting dates, annual reviews, payroll dates, & other standing meeting dates.
15th	Local Alcoholic Liquor Tax Distribution		
25th	*Christmas Day		
By 31st	Notify County Clerk of any city elections to be held next year and what positions are up for elections (K.S.A. 25-2119)	City must pass boundary resolution prior to this date if any changes were made during the year. Copies of the resolution must be filed with county & state officials. (K.S.A. 12-517)	

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