

Calendar Tips for Important Dates

WEEKLY/MONTHLY TASKS

1. Record Requests. Date request was received and date request is due (3 days or extension period)
2. Printing of necessary forms such as Cemetery Deeds
3. Invoicing and statements (demand check dates if day is assigned)
4. Budget Cycle/Payroll

ANNUAL TASKS AND BUDGET

1. Mayor State of the City Address
2. Finance Reports Forms – Budget requirements
3. Annual Appropriation Ordinance to set the City's budget and amendments as needed
4. Fee Resolution for budget year

COUNCIL MEETINGS

1. Actual meeting dates. Display in City Hall
2. Deadline for submitting a request and to provide supplemental information for the meeting

ELECTION CALENDAR

1. Post in a prominent place so candidates can view the dates and event/action.
2. Identify important deadlines – such as last date for candidates to withdraw their candidacy.
3. Campaign Finance Reporting deadlines. Dates are available in AIC Campaign Finance Reporting Manual.

This is only a sample....create your own!!