

CALENDAR OF EVENTS & RESPONSIBILITIES
South Dakota Conservation District Employees Handbook

WEEKLY:

- Back up computer files, both district records and Quick Books

MONTHLY:

- Agenda and previous month meeting minutes sent to board supervisors and any partners. Post agenda, accessible to public, at least 24 hours in advance; also must be posted to your website if you have one.
- Prepare Treasurer's Report & any meeting materials
- Payroll Tax 941 deposit due, if required
- Make any monthly payments such as rent, utilities, loans, etc.
- Send approved minutes to SDACD Area Directors, Division of Resource Conservation & Forestry, NRCS State Office
- SD State Sales Tax (if applicable, be sure to check your districts reporting schedule)
- SD Retirement System (SDRS) (if your district offers this option)

AS NEEDED:

- On-line directory updates, <https://apps.sd.gov/ag60consdistdir/>
- Records destruction – follow guidelines in Records Retention and Destruction Schedule

JANUARY

- South Dakota Legislature in session, will receive weekly reports from SDACD Executive Director, share with supervisors
 - Quarterly payroll tax return (form 941) due (for Oct-Dec)
 - Quarterly state unemployment insurance return due (for Oct-Dec)
 - W-2 Forms – typed and mailed to employees, supervisors (if necessary) & IRS by Jan. 31
 - 1099 Forms – typed and mailed to producers, contractors & IRS by Jan. 31
 - Reorganize board – elect officers
 - Review existing Memorandums of Understanding, Cooperative Working Agreements
 - Annual Finance Report for local board approval
 - Update annual work plan for local board approval
 - Update long range plan for local board approval if needed (recommend update every 5yrs)
 - Do tree inventory spreadsheet (after confirmations received & maintain thru season)
 - Pay: SDACD and Tree Research dues (to SDACD Office)
 - Pay: SDACDE dues to secretary/treasurer
 - First quarter district newsletter
 - Karst Memorial Scholarship letters to schools
 - Notice to schools about Resource Conservation Speech Contest
 - Review NRCS policies
 - Feb. 1 is cancellation deadline with Big Sioux Nursery
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FEBRUARY

- NACD Convention (sometimes held in late January)
 - Tree order cancellation deadline (check with nurseries you order from)
 - Pay NACD dues
 - Soil & Water Stewardship Week – determine materials needed and order
 - Arbor Day Essay contest announcement letters to 5th & 6th grades in county schools
 - Poster Contest Information
 - Order Fabric and staples
 - Annual Progress Report due March 1 to RC&F
 - Annual Financial Report due March 1 to RC&F, County Commissioners
 - Annual Work Plans due March 1 to RC&F
 - Long Range Program updates due March 1 to RC&F (only necessary every 5yrs)
 - Advertise for seasonal employment
 - Last day of Feb. final day to cancel with Bessey Nursery
 - Set up tree spreadsheet and maintain throughout tree season
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MARCH

- Leadership Conference and Big Sioux Annual Meeting
- Arbor Day Essay Contest (local) collect essays and arrange for judging, select winners
- Arbor Day Essay – submit local winner to the state contest (refer to essay packet)
- Speech Contest (local) hold local competition and select winner
- Speech Contest (area) – submit area winner information to RC&F (refer to speech packet)
- Proposals for spring Conservation Commission grant round due April 1 to RC&F
- Copy tree plans for planting crew
- Order supplies for tree season
- Annual cooler service per insurance requirements
- Begin equipment maintenance and prep for season
- Screen seasonal employment applications
- Bookkeeping review (every 3 years recommended) follow accounting manual guide or your preference with an outside accounting firm or bank

APRIL

- Arbor Day Essay Contest (state)
- Speech Contest (state)
- Soil & Water Stewardship Week
- Arbor Day (Last Friday)
- Quarterly payroll tax return due (for Jan-Mar)
- Quarterly state unemployment insurance return due (for Jan-Mar)
- NACD poster contest (state judging at convention)
- Second quarter district newsletter
- Prepare next fiscal year budget
- Prepare cooler for tree delivery (clean and start at least 3 days prior to delivery)
- New employees complete required paperwork
- New Hire Reporting

MAY

- Approve next fiscal year budget
- Prepare district report for area meeting
- May 22nd NRCS deadline for having bareroot conifers planted, possible 10 day extension for weather, June 1 all trees must be planted according to NRCS specs

JUNE

- NACD Northern Plains Meeting
- County Budget Hearings
- Youth Range Camp
- Youth Wildlife Camp
- Rangeland and Soils Days
- SDACD Area Meetings
- Petitions for election of supervisors – ad in paper – remind board members up for election (every other year, prior to General Election)
- Election petitions due to the county auditor on July 1st
- Invoice final billings for plantings
- Clean/Bleach cooler and shut off for the season

JULY

- County Budget Hearings
- Quarterly payroll tax return due (for Apr-June)
- Quarterly state unemployment insurance return due (for Apr-June)
- Third quarter district newsletter
- Tree Planting Report (per Tim Nordquist request)
- Area Employee Meetings (depending on area)

AUGUST

- Range Management Month
- SDACD Awards nominations due
- SDACDE Service Award nominations due
- Review and update district prices and rates
- South Dakota State Fair in Huron
- SDML renewal worksheet
- Endowment requests
- Prepare SDACD Convention registrations
- Contact next season tree planting producers, make sure sites have been prepared by end of Aug

SEPTEMBER

- South Dakota State Fair in Huron
- SDACD Convention
- Tree survival checks
- Proposals for fall Conservation Commission grant round due Oct. 1

OCTOBER

- Initial Tree Orders due (check with nurseries you order from, be sure to incl. Shingletow & Root Dip)
- Quarterly payroll tax return due (for July-Sept)
- Quarterly state unemployment insurance return due (for July-Sept)
- Fourth quarter district newsletter
- Include Tree Order Form in newsletter or mail/advertise making it available
- Oct-Mar applications of pre-emergent chemicals (if applicable to your district)
- Area Legislative Meeting

NOVEMBER

- Review district policies
- Tree orders due (check with nurseries you order from, be sure to incl. Shingletow & Root Dip)
- Dec. 1 – Initial tree orders due to Big Sioux Nursery

DECEMBER

- Reservations for Leadership Conference
- End of year accounting statements and reports
- End of year reports for: trees, fabric, cultivation, drills, etc.
