

Special District Compliance Calendar Deadlines
(Abridged version for WCMTD MTO/11-12-16)

January 15: Transparency Notice to electors (website suffices)

January 15: Claim any Donations

January 30: Certified Copy of the Adopted Budget,
including **budget message**, for current fiscal year, filed with DOLG

March 1: Annual Securities Report (if applicable)

March 31: Audit Exemption Application (when able)

May: Election (even-numbered years)

June: Oath and bond for new board members

June 30: Audit. (excluding exempt districts) Local govn auditor to submit audit, report to board

July 30: Report filed with State Auditor.

- **If audit is not filed**, the county treasurer may be ordered to **withhold district tax revenue**.

August 25: Assessor: Certify Tax, **DOLG:** certify total assess valuation and real property values

October 15: Budget officer submit proposed budget to Board of Directors.

- **Post “Notice of Budget Hearing”**

November 1: Unclaimed property act forwarded to State Treasurer

December 15: Adopt Budget, Certify Mill Levy, and Appropriate Sums of Money to trigger tax.

December 31: Public disclosure statement including map with boundaries to be asubmitted to county clerk

DOLG may dissolve the district if:

- **elections** aren't held or properly cancelled
- **budget** isn't adopted for two consec years
- **Audit** isn't submitted for two consec yrs
- **Services** not provided, no Financial Obligations.

** **DOLG** = Division of Local Government.

(Taken from Calendar p 4-6 SDA board member manual on wcmetro.com or at sdaco.org)

