

## Commissioners' 2013 Calendar - update 3/30/13

<b>Quarterly</b>	Tri County Probation Meetings	
	5C Juvenile Detention	
	Council of Governments	
	High Country RC&D	
	Development Company (ECIPDA)	
	Eastern Idaho Public Health	
<b>January</b>	COURTHOUSE CLOSED	Jan. 1
	BOCC Meeting - <i>Quarterly Financial Statement IC 31-1611</i>	Jan. 14
	Work Session & Public Hearings	Jan. 17
	COURTHOUSE CLOSE	Jan.21
	BOCC Meeting	Jan. 28
<b>February</b>	Annual IAC Legislative Meeting in Boise	Feb. 4-7
	BOCC Meeting - ASD & TVH, Inc. Quarterly	Feb. 11
	Work Session & Public Hearings	Feb. 14
	COURTHOUSE CLOSED	Feb. 18
	BOCC Meeting ( <i>Dept. Head Self Evaluations Due</i> )	Feb. 25
<b>March</b>	BOCC Meeting (12:30pm Joint with WY Commissioners)	March 11
	Work Session ( <i>Dept. Head Evaluations</i> ) & Joint WY Commissioners	March 14
	Joint Planning Session w/ PZC @ 5:00pm	March 14
	BOCC Meeting ( <i>Dept. Head Evaluations</i> )	March 25
<b>April</b>	BOCC Meeting - MAD	April 8
	Work Session - <i>Quarterly Financial Statement</i> & Public Hearings	April 11
	BOCC Meeting	April 22 cont. 4/24
<b>May</b>	Clerk distributes budget worksheets by 1st Monday	
	Budget & Levy Training by State Tax Commission	
	BOE Training by State Tax Commission (odd years only)	
	BOCC Meeting - ASD & TVH, Inc. Quarterly	May 13
	Work Session & Public Hearings	May 16
	ELECTIONS	May 21
	COURTHOUSE CLOSED	May 27
	BOCC Meeting	May 28 (Tuesday)
<b>June</b>	Property Assessment Notices Mailed	June 3
	BOCC Meeting	June 10
	Annual IAC Commissioners & Clerks Conference	June 11-13, Meridian
	2014 Budget Work Sessions w/Commissioners & Dept Heads	June 19 - 20
	Public Hearings	June 20
	BOCC Meeting - 2014 Budget & Town Hall Meeting 7:00 pm Last day to file valuation appeal & PTR due date <i>IC 63-501a &amp; 63-301(1)</i>	June 24
	BOE Hearings	June 26 - 27

<b>July</b>	COURTHOUSE CLOSED	July 4
	BOCC Meeting - BOE done by 2nd Monday <i>IC 63-509(1)</i> & 2014 Budget	July 8
	Public Auction of Tax Deed Parcels (5) - 12 Noon	July 11
	Budget Work Session & Public Hearings <i>Quarterly Financial Statement IC 31-1611</i>	July 11
	BOCC Meeting - 2014 Budget	July 22
	Sixth District CEO Meeting	
<b>August</b>	Budgets to BOCC by 1st Monday <i>IC 31-1604</i>	Aug. 5
	BOCC Meeting - 2014 Budget Final/ ASD & TVH, Inc. Quarterly	Aug. 12
	Publish County budget & public hearing notice by 3rd week <i>IC 31-1604</i>	Aug. 15 & 22
	Work Session & Public Hearings	Aug. 15
	BOCC Meeting - Adopt 2014 Budget	Aug. 26
<b>September</b>	COURTHOUSE CLOSED	Sept. 2
	BOCC Meeting	Sept. 9
	Work Session & Public Hearings - Set levies for tax districts	Sept. 12
	BOCC Meeting	Sept. 23
	Annual IAC Conference	Sept. 23-27, Boise
<b>October</b>	COURTHOUSE CLOSED	Oct. 14
	BOCC Meeting - MAD	Oct. 15 (Tuesday)
	Town Hall Meeting - 7:00pm	Oct. 15
	Work Session & Public Hearings <i>Quarterly Financial Statement IC 31-1611</i>	Oct. 17
	BOCC Meeting	Oct. 28
<b>November</b>	Elections	Nov. 5
	COURTHOUSE CLOSED	Nov. 11
	BOCC Meeting - ASD & TVH, Inc. Quarterly	Nov. 12 (Tuesday)
	Work Session & Public Hearings	Nov. 14
	BOCC Meeting	Nov. 25
	Treasurer mails tax bills by 4th Monday <i>IC 63-902(1)</i>	Nov. 25
	Sixth District CEO Meeting	
	COURTHOUSE CLOSED	Nov. 28-29
<b>December</b>	BOCC Meeting	Dec. 9
	Work Session & Public Hearings	Dec. 12
	BOCC Meeting	Dec. 23
	COURTHOUSE CLOSED 1/2 Day ( <i>afternoon</i> )	Dec. 24
	COURTHOUSE CLOSED	Dec. 25
<b>Helpful Publications</b>	Uniform Accounting & Budgeting Manual, IAC	
	County Elected Officials (CEO) Handbook, IAC	
	Idaho Public Records Law Manual, Attorney General	
	Idaho Open Meeting Law Manual, Attorney General	
	Board of Equalization Manual, IAC	
	Ethics Manual, IAC	

<b>Elected Clerk's Task Calendar</b>		<b>2012</b>
<b>Quarterly</b>	Tri County Probation Meetings	
	941s and other payroll reports	
	Grant reports	
<b>January</b>	Send annual & semi-annual bills for services to Cities, School District, etc.	Jan. 6
	Record all new Oaths of Office <i>IC 59-405</i> (not done by all clerks)	n/a
	W2s & 1099s mailed by 31st	Jan. 31
	Annual Financial Report to Commissioners, 2nd Mon <i>31-2307</i>	Jan. 9
	Publish Annual Road Report <i>IC 40-708</i>	Jan. 12
	Establish Election Precincts & Commissioner District Boundaries	Jan. 12
	Quarterly Financial Statement <i>IC 31-1611</i>	Jan. 12
	Schedule annual Justice Meeting (Feb/March)	
<b>February</b>	Annual IAC Legislative Meeting in Boise	Feb. 6-9
	Publish Notice of Candidate Filing Deadline	Feb. 23 & March 1
	Declaration of Candidacy Filing Period	Feb. 27-March 9
<b>March</b>	Missed Property Roll by 1st Monday <i>IC 63-509(3)</i>	March 5
	School Election possible on 2nd Tuesday	March 13
	Letters to Taxing Districts re Budget Hearing Dates	March 30
	Notify Taxing District of total assessed value for prior year <i>IC 63-1312(i)</i>	March 26
	Mail Absentee Ballots for May 15 Election	March 30
<b>April</b>	Annual IAC Welfare Conference	April 17-19, Idaho Falls
	Budget sheets out ASAP after all April claims paid	April 27
	Budget Hearing Dates from Taxing Districts & to Assessor	April 30
	Publish Audit Summary 30 days after audit	
	Quarterly Financial Statement <i>IC 31-1611</i>	April 12
<b>May</b>	Budget sheets out by 1st Monday (ML sends to non-profits)	April 27
	Budget & Levy Training by State Tax Commission	tbd
	BOE Training by State Tax Commission (odd years only)	n/a
	District 7 Elected Clerk & Administrative Judge Meeting	
	Publish Notices of Election	May 3 & 10
	Budgets sheets returned by 3rd Monday <i>31-1602</i>	May 21
	Election on 3rd Tuesday	May 15
<b>June</b>	Budget Work Sessions w/Commissioners & Dept Heads	
	Preliminary new construction roll by 1st Monday <i>IC 63-301a(2)</i>	June 4
	Annual IAC Commissioners & Clerks Conference	June 12-14, Lewiston
	2nd Half property taxes due by 20th	
	Last day to file valuation appeal & PTR due date <i>IC 63-501a &amp; 63-301(1)</i>	June 25
	Send semi-annual bills for services to Cities, School District, etc.	June 30
	Property roll delivered to auditor & taxing districts	June 25

<b>July</b>	Send semi-annual bills for services to Cities, School District, etc.	Jan. 6
	BOE Hearings	
	BOE done by 2nd Monday <i>IC 63-509(1)</i>	July 9
	PTR Abstract by 4th Monday <i>IC 63-509(1)</i>	July 23
	Quarterly Financial Statement <i>IC 31-1611</i>	July 12
	Sixth District CEO meeting	July 25, Fremont Co.
<b>August</b>	Budgets to BOCC by 1st Monday <i>IC 31-1604</i>	Aug. 6
	L2s to taxing districts (ML completes L2 worksheets for tax districts)	Aug. 10
	Publish County budget & public hearing notice by 3rd week <i>IC 31-1604</i>	Aug. 16 & 23
	Annual IACRC Clerk's Conference	Aug. 21-23, Twin Falls
	School election possible on last Tuesday	Aug. 28
	Publish notice of candidate filing deadline for Soil Cons District elections	Aug. 16 & 23
	Update Wyoming Dispatch & Ambulance Contracts (odd years only)	
<b>September</b>	Annual IAC Conference	Sept. 17-21, Sun Valley
	Operating Values from STC by 1st Monday <i>IC 63-111(2)</i>	Sept. 3
	Adopt county budget no later than Tuesday after 1st Monday <i>IC 31-1605</i>	
	Receive taxing district L2 by Thursday prior to 2nd Monday <i>IC 63-803(3)</i>	Sept. 6
	Set levies & submit certified levies to STC by 3rd Monday <i>IC 63-808(1)</i>	Sept. 17
	Publish notice of election filing deadline (city elections)	
	Absentee Ballots available for Nov. election (45 days prior)	Sept. 17
	Secure Rural School resolution re allocation of payments	Sept. 30
<b>October</b>	STC approves levies by 4th Monday <i>IC 63-809(1)</i>	Oct. 22
	Unclaimed Property Report to State	Oct. 30
	Publish Notices of Election	Oct. 25 & Nov. 1
	Absentee Ballots available for Nov election (if not 45 days prior)	
	Quarterly Financial Statement <i>IC31-1611</i>	Oct. 22
<b>November</b>	Election on Tuesday following first Monday	Nov. 6
	Treasurer mails tax bills by 4th Monday <i>IC 63-902(1)</i>	
	US Census annual Survey of Government Finances	Nov. 30
	Send copies of approved L2s to Taxing Districts	Nov. 15
	Sixth District CEO meeting	Nov. 16, Bonneville Co.
<b>December</b>	Vessel Fund annual financial report	Dec. 1
	Juvenile Justice annual financial report	Dec. 1
	Publish annual Election Calendar & send to SOS	December 31
	Trial Court Financing Annual Report	December 30
	IDOT Annual Street & Road Report	December 27
	First half property taxes due by 20th	
	Annual Public Defender Report <i>IC 19-864</i>	
<b>Helpful Publications</b>	Idaho Recorder's Law Manual, Attorney General	
	Uniform Accounting & Budgeting Manual, IAC	
	County Elected Officials (CEO) Handbook, IAC	
	Idaho Public Records Law Manual, Attorney General	
	Idaho Open Meeting Law Manual, Attorney General	
	Election Information, Secretary of State	