

Converse County Senior Citizens Service District
GENERAL CALENDAR

Note: Regular meetings are held monthly on the 2nd Monday of each month.

Please be aware that references to WSS numbers may have changed over the years.

Dates	Function	WSS
Jan Meeting	CCAS and Sr Housing Units to review projects	
Feb	Resolution from bank that is the official depository	
Feb	Put Official depository in minutes AND Declare CCB, Wyoming Class and WYO-STAR and any other depositories	Suggestion from Auditors
Feb Meeting	Review Investments per Board policy	
April	CCAS and Sr Housing Units to review projects	
April	Deadline is the 30 th to file requested info with County Clerk; Clerk will mail out the notice	22-29-113(d)
April Meeting	CCAS to provide last audit through previous Sep 30 th	
May 1	Deadline: budget requests submitted to the budget officer	16-4-104(a)
May 15	Budget officer prepares tentative budgets & file with the Board	16-4-104(a)
June 1	Deadline to report proposed FY budget to State Dept of Audit and County Clerk. If proposed budget is not provided, the County Commissioners may not approve funding.	9-1-507(a)(viii)
June/July: 1 week before PH, publish legal	Provide legal (public hearing) notice in newspaper of proposed budget hearing date; notice to include budget	16-4-109
July Meeting	CCAS and Sr Housing Units to review projects	
3 rd Thursday in July	Budget Hearing must be held by this date. Copies of hearing notice to State Dept. of Audit	16-12-406(c)
Within 3 business days after public hearing	Board adopts budget	16-12-303 & [16-12-408]
July 1	Audit, Contract with auditors as required by dollars	9-1-507(a)(iii)

Date	Function	WSS
July 1	Other Contracts: Bookkeeper, Senior Housing Units (MOUs), Etc	
July 31 st	Adopted budget filed with Dept of Audit and County Clerk; certified copies of adopted budget shall be on file with Board and available for public inspection	16-12-408
September 30 Deadline	Submit to Dept of Audit Survey of Local Govt Finances (F-32).	
Aug, even years (dates <u>vary</u> due to law, but generally around Aug 10 - 29	Candidates file a nomination form for election to the Board of Trustees (96 to 74 days prior to the General Election	18-15-106
Oct Meeting	CCAS and Sr Housing Units to review projects	
Oct Meeting	Review Investments per Board policy	
October 31	Submit to Dept of Audit any additional oversight paperwork which may be required	
(Prior to) November 30th	"True-up" <u>payback</u> to oil and gas companies if they overpaid ad valorem tax for certain FYs; County Treasurer will provide dollar amount.	
November, even numbered years	General Election is held to elect trustees (Board members), even numbered years	18-15-105(b)
November, every 4 years after 2024	General Election; question, shall the Special District continue (every 4 years after Nov 2020)	18-15-102(d)
November meeting, even numbered years	New Trustees (board members) are sworn in by taking the Oath of Office within 10 days after election; County Clerk will give official results and send notification to successful candidates	18-15-108
November, every year	Election of Officers; Treasurer and all officers on bank signature card to procure Bond; file with County Clerk	18-15-108(b)
December, even years	CCAS and Special District Board; review MOU	MOU
December, every year	Review Bylaws, Website, other procedures and documents to see if any need changed	