Best Practice Documents Needed							Notes
	January	February	March	April	May	June	
Minutes						4/6 sets	
Includes an operator report							
Includes a monthly financial report							
Signed/attested							
Meetings are according to ordinance							
Financial							
Copies of the monthly financial report							
Financial reports comply with BP							
Workers Compensation							
Employment Security Tax paid							
IRS taxes paid and reports made							
Budget							
Budget Ordinance & Budget							
Budget Amendments							

						FINAL DUE DATE	
	July	August	Sept	October	Nov	Dec	
Minutes						4/6 sets	
Includes an operator report							
Includes a monthly financial report							
Signed/attested							
Meetings are according to ordinance							
Financial							
Copies of the monthly financial report							
Financial reports comply with BP							
Workers Compensation							
Employment Security Tax paid							
IRS taxes paid and reports made							
Budget							
Budget Ordinance & Budget							
Budget Amendments							