***Annual Plan of Work Checklist***

Annual Plan of Work shall include the months of September 2018 to August 2019 *(template available on* [*https://www.tsswcb.texas.gov/swcds/swcd-resources*](https://www.tsswcb.texas.gov/swcds/swcd-resources)*)*

Annual Plan of Work shall be approved by your local SWCD Board of Directors through an action item during a monthly meeting

After Annual Plan of Work is approved, please include a cover sheet with SWCD Name, Number and a quorum of signatures from your SWCD Board of Directors (Coversheet Example Included with Template)

Submit to claims via email by September 1, 2018 using claims@tsswcb.texas.gov

***\*\*Please contact your Field Representative with any questions\*\****

**Example SWCD #598**

**Annual Plan of Work**

**September 2018 – August 2019**

Accepted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by:

 (Date)

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Chairman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice-Chairman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

*A quorum of signatures is required from SWCD Directors.*

*Example Annual Plan of Work*

SEPTEMBER

1. Take action on Director Election Procedures as needed
2. Set up rules/ send information letters to schools for Poster & Essay contest
3. Review plans to attend TSSWCB Annual State Meeting
4. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
5. Submit Supplemental Technical Assistance Fund Request
6. Submit Director Mileage Reports
7. Plan to attend fall Association meeting/tour
8. Sept 30th deadline for submitting FY 4th quarter mileage and per diem claims and the return of unused funds
9. Complete IRS requirements as needed

# OCTOBER

1. SWCD director election (if necessary)
2. Election of officers for District Board
3. Approve Financial Statement Audit and submit to state office by October 31st
4. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
5. Discuss possible selections for Outstanding Conservation Awards program
6. October 15th –advance payments for FY will be made
7. October 30th – deadline for submitting claims for the FY NRCS TSP grant
8. Attend TSSWCB Annual Meeting
9. Complete IRS requirements as needed

# NOVEMBER

1. Review/Update newsletter mailing list
2. Make plans to attend TSSWCB Director/Employee Workshop (Temple)
3. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
4. November 1st- Supplemental payments for prior FY will be made
5. Submit TSSWCB Annual State Meeting Survey
6. Complete IRS requirements as needed

# DECEMBER

1. Discuss contacts for ‘new’ newsletter sponsors if needed
2. Recognize sponsors of the Annual TSSWCD Director’s Meeting
3. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
4. Submit Director Mileage Reports
5. Review January Newsletter DRAFT
6. Review updated budget. (September – November)
7. December 31st is the deadline for submitting completed reviews and audits
8. Complete IRS requirements as needed

# JANUARY

1. Send Statements to newsletter sponsors for new calendar year
2. Judge Poster & Essay contest. (send Conservation Award entries to State Board)
3. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
4. Review ways to raise donations and contributions
5. Prepare SWCD Directors 1099 form
6. Prepare and submit W2 and W3 form
7. Complete IRS requirements as needed

# FEBRUARY

1. Review/approve presentations for Outstanding Conservation Awards entrees [Summary sheet]
2. Attend TSSWCB Director/Employee Workshop (Temple)
3. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
4. Elect delegates to Area State Board member election. Areas 1,3 and 5 in odd years and Areas 2 and 4 in even years
5. Complete IRS requirements as needed

MARCH

1. Submit Director Mileage Reports
2. Attend Soil and Water Conservation Day in Austin
3. Review legislation needs and correspond as needed
4. Discuss Soil and Water Stewardship plans (supplies, proclamations, etc)
5. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
6. Review April Newsletter draft
7. Review updated budget. (December-February)
8. Complete IRS requirements as needed

# APRIL

1. Review Matching Fund activity, 2/3 must be matched by May 15th
2. Plan to attend the Regional Conservation Awards Program
3. Get County Judge(s) to sign Stewardship Proclamation
4. Sign Multi-Purpose Technical Assistance/TSP Reimbursement request
5. Complete IRS requirements as needed

# MAY

1. Attend/report on the Area Conservation Awards Program/State Board Member election
2. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
3. May 15th is the deadline for claiming two thirds of Matching Funds FY allocation
4. Complete IRS requirements as needed

# JUNE

# Submit Director Mileage Reports

# Submit Travel form for Area Election, as needed. [voting delegate only]

# Submit picture/news article of Area Outstanding Conservation Awards winners

# Review Mutual Agreements and Cooperative Working Agreements

# Review USDA Civil Rights Compliance

# Send letters to counties requesting placement on next year budget for donations; include ‘contracts’

# Review updated budget. (March - May)

# Sign Multi Purpose Technical Assistance/TSP Reimbursement request

# 1st-3rd Quarter travel claims deadline July 1st

# Submit WQMP survey as requested

#  Complete SWCD Election Procedures IF monthly SWCD meeting is held after July 15th

# Complete IRS requirements as needed

# JULY

1. Designate date, time & place for elections (after Sept. 30th before Oct. 16th)
2. Designate Director as presiding Election Judge
3. Designate a Director as the Chief Election Clerk
4. Designate a Director as authority responsible for preparing the election ballots; and set time and location for accepting declaration notices. (August 1st – 31st )
5. Approve ‘Notice to Eligible Voters”.
6. Post “Notice to Eligible Voters” in a prominent public place by July 15th
7. Prepare/Review resolutions to submit to ATSWCD for TSSWCB Annual Meeting
8. Review the next Fiscal Year budget. (approve at August Board Meeting)
9. Sign Multi-Purpose Technical Assistance/TSP Reimbursement request
10. Complete IRS requirements as needed

# AUGUST

1. Plans for attending Annual TSSWCB Director’s Meeting
2. Review remaining dues to be paid
3. Approve ‘Notification Form’ for filing an Annual Financial Statement/ Audit Report
4. Review/Approve District annual Plan of Work (POW) for next fiscal year
5. Approve next Fiscal Year budget
6. August 31st is the deadline for FY regular and supplemental Matching Fund claims
7. August 31st is the deadline for submitting the FY online TA performance report
8. August 31st is the deadline for submitting FY Conservation Activity Program (CAP)
9. Review/Approve SB503 District Cost Share List for next fiscal year
10. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
11. SWCD Employee annual evaluation
12. Complete IRS requirements as needed