

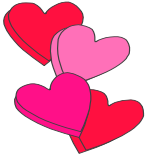


January

CITY CLERK

Date or Time	Event/Distribution/Action	Statutory	Local
During	Transient Guest Tax (K.S.A.12-1698)	Cities of first and second classes publish quarterly report and cities of third class publish an annual report. (K.S.A. 12-1608)	
During	Connecting Links (K.S.A. 68-416)	Library Board to submit annual report (K.S.A. 12-1225)	
2nd Monday (odd years)	State, district, county and township officers begin terms (various statutes & Kansas Constitution)		
2nd Monday	Legislature convenes (Kansas Constitution)		
3rd Monday	*Martin Luther King Day		
1st	*New Years Day		
15th	Special Highway (K.S.A. 79-3425c)		
20th	County Treasurer distribution (K.S.A. 12-1678a & 79-5109)		
By 20th	Report to Division of Vehicles identifying each vehicle owned (KSA 8-1,134)		
29th	Kansas Day		
By 31st	W-2s and 1099s		
By 31st	KPERS report due		

* State Holiday



February

CITY CLERK

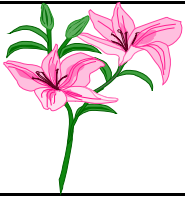
Date or Time	Event/Distribution/Action	Statutory	Local
Before 1st		Mayor, with consent of governing body, appoints directors of cemetery board (K.S.A. 12-1422)	
By 28th	FICA and Federal Withholding Report		
By 28th	State Withholding Report with copy of W-2s and 1099s		



March

CITY CLERK

Date or Time	Event/Distribution/Action	Statutory	Local
15th	Local Alcoholic Liquor		
20th	County Treasurer distribution (K.S.A. 12-1678a & 79-5109)		



April

CITY CLERK

Date or Time	Event/Distribution/Action	Statutory	Local
During	Transient Guest Tax (K.S.A. 12-1698)	Cities of first and second classes publish quarterly report (K.S.A. 12-1608)	
During	Connecting Links (K.S.A. 68-416)		
During	Basic Budget Training By Municipal Services Team		
On or by 1st		Final date for boundary change to be in effect for current tax year (K.S.A. 79-1807)	
On or by 1st		Firefighters' Relief Association submits accounts to State Insurance Commissioners (K.S.A. 40-1706)	
15th	Special Highway (K.S.A. 79-3425c)		
15th	Redevelopment District Distribution (K.S.A. 12-1775a)		



May

CITY CLERK

Date or Time	Event/Distribution/Action	Statutory	Local
During	Budget Seminar by Municipal Services Team		
Last Monday	*Memorial Day		
Before 1st		Mayor, with consent of governing body, appoints Library Board members (K.S.A. 12-1222)	

* State Holiday



June

CITY CLERK

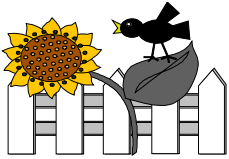
Date or Time	Event/Distribution/Action	Statutory	Local
5th	County Treasurer distribution (K.S.A.12-1678a & 79-5109)		
15th	Local Alcoholic Liquor		



July

CITY CLERK

Date or Time	Event/Distribution/Action	Statutory	Local
During	Transient Guest Tax (K.S.A. 12-1698)	Cities of first and second classes publish quarterly report (K.S.A. 12-1608)	
During	Connecting Links (K.S.A. 68-416)		
4th	*Independence Day		
15th	Special Highway (K.S.A. 79-3425c)		



August

CITY CLERK

Date or Time	Event/Distribution/Action	Statutory	Local
On or by 1st		Governing body prepares budget (K.S.A. 79-2927)	
On or by 5th		Publish budget (K.S.A. 79-2929)	
On or by 15th		Budget hearing (K.S.A. 79-2933)	
On or by 25th	Certify budget to County Clerk		



September

CITY CLERK

Date or Time	Event/Distribution/Action	Statutory	Local
1st Monday	*Labor Day		
15th	Local Alcoholic Liquor		
20th	County Treasurer distribution (K.S.A. 12-1678a & 79-5109)		

* State Holiday



October

CITY CLERK

Date or Time	Event/Distribution/Action	Statutory	Local
During	Transient Guest Tax (K.S.A. 12-1698)	Cities of first and second classes publish quarterly report (K.S.A. 12-1608)	
During	Connecting Links (K.S.A. 68-416)		
15th	Special Highway (K.S.A. 79-3425c)		
31st	County Treasurer distribution (K.S.A. 12-1678a & 79-5109)		



November

CITY CLERK

Date or Time	Event/Distribution/Action	Statutory	Local
During	Monitor budget status - amend before Dec 31 if necessary		
11 th	*Veteran's Day		
4 th Thursday & Friday	*Thanksgiving Day		

* State Holiday



December

CITY CLERK

Date or Time	Event/Distribution/Action	Statutory	Local
During	County Treasurer MVT		
15th	Local Alcoholic Liquor		
25th	*Christmas Day		
By 31st	<p style="color: red;">Notify County Clerk of any city elections to be held next year and what positions are up for election (K.S.A. 25-2119)</p>	<p>City must pass boundary resolution prior to this date if any changes were made during the year. Copies of the resolution must be filed with county and state officials. (K.S.A. 12-517)</p>	