



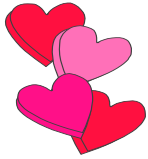
Revised September 2004

TOWNSHIP

# January

Date or Time	Event/Distribution/Action	Statutory	Local
During	FICA, Federal Withholding, State withholding report and KPERS payment each pay period		
2nd Monday (odd years)		State, district, county (except county treasurer) and township officers begin terms (K.S.A. 19-202, 19-501 & Kansas Constitution)	
2nd Monday		Legislature convenes (Kansas Constitution)	
3rd Monday	*Martin Luther King, Jr. Day		
1st	*New Year's Day		
1st	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)		
15th	Township clerk submits annual statement to the county engineer of all road expenses (K.S.A. 68-539)		
20th	County Treasurer Tax Distribution (K.S.A. 12-1678a & 79-5109)		
20th	Report to Division of Vehicles identifying each vehicle owned (KAR 8-1,134)		
29th	Kansas Day		
31st	W-2s and 1099s		
During	Township Boards to submit their annual reports to the County Clerk for approval by the County Commissioners (K.S.A. 80-302)		

\* State Holiday



**TOWNSHIP**

**February**

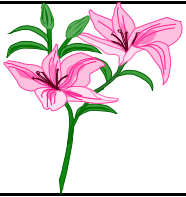
<b>Date or Time</b>	<b>Event/Distribution/Action</b>	<b>Statutory</b>	<b>Local</b>
During	FICA, Federal Withholding, State withholding report and KPERS payment each pay period		
1st	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)		
28th	FICA and Federal Withholding Report		



**TOWNSHIP**

**March**

Date or Time	Event/Distribution/Action	Statutory	Local
During	FICA, Federal Withholding, State withholding report and KPERS payment each pay period		
1st	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)		
20th	County Treasurer Tax Distribution (K.S.A. 12-16578a & 79-5109)		
Last Monday	Auditing board meets to examine and audit all claims against township (K.S.A. 80-302)  Board of Highway Commisisoners to meet (K.S.A. 68-524)		



# April

## TOWNSHIP


Date or Time	Event/Distribution/Action	Statutory	Local
During	FICA, Federal Withholding, State withholding report and KPERS payment each pay period		
During	Basic Budget Training by Municipal Services Team		
1st	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)	Final date for boundary change to be in effect for current tax year (K.S.A. 79-1807)	
1st		Firefighters' Relief Association submits accounts to State Insurance Commissioner (K.S.A. 40-1706)	
15th		Deadline for appeals by taxpayers for classification or valuation of real property (K.S.A. 79-1448)	



# May

## TOWNSHIP

Date or Time	Event/Distribution/Action	Statutory	Local
During	FICA, Federal Withholding, State withholding report and KPERS payment each pay period		
1st	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)		
During	Budget Seminar by Municipal Services Team		
Last Monday	*Memorial Day		
10th		County Treasurer prepares and distributes estimate of motor and recreational vehicle taxes to the various taxing districts (K.S.A. 79-5111& 79-5123)	
20th		Last day for County Appraiser to give final determination for real estate hearing (K.S.A. 79-1448)	

	<h2>June</h2>		<b>TOWNSHIP</b>
Date or Time	Event/Distribution/Action	Statutory	Local
During	FICA, Federal Withholding, State withholding report and KPERS payment each pay period	County Clerk sends forms to taxing district for them to report their bonded indebtedness and budget forms	
During	Auditing board meets to examine and audit all claims (K.S.A. 80-302)		
1 <sup>st</sup>	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)	County Weed supervisor transmits information regarding noxious weeds to Secretary of State Board of Agriculture, County Commissioners and the governing body of each city and township (K.S.A. 2-1318)	
5 <sup>th</sup>	County Treasurer Tax Distribution (K.S.A. 12-1678a & 79-5109)		
10 <sup>th</sup>	Filing deadline for board member candidates in even numbered years (K.S.A. 25-205)		

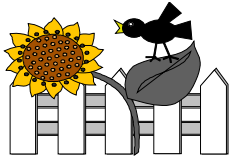


# July

## TOWNSHIP

Date or Time	Event/Distribution/Action	Statutory	Local
During	FICA, Federal Withholding, State withholding report and KPERs payment each pay period		
1st	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)	County Clerk notifies all taxing subdivisions of assessed valuation of all properties for the next year's budget (K.S.A. 79-5a27)	
4th	*Independence Day		
5th		Deadline to furnish County Clerk with statement of indebtedness for municipality for preceding year ending June 30 (K.S.A. 10-1007a)	
Nine days before Primary	Last day for candidates to file affidavit with election commissioner if they intend to spend more than \$500 on campaign (K.S.A. 25-904)		

\* State Holiday



# August

## TOWNSHIP

Date or Time	Event/Distribution/Action	Statutory	Local
During	<p>FICA, Federal Withholding, State withholding report and KPERS payment each pay period</p> <p>Township trustees appear before county commission to report the estimated cost of exterminating prairie dogs (townships infested with prairie dogs only K.S.A. 80-1203)</p>		
1st	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)		
1st	Last day for township to meet and prepare budget (K.S.A. 79-2927)		
1st Tuesday		Primary Election (even years) (K.S.A. 25-203)	
5th	Last day for publishing notice of budget hearing (K.S.A. 79-2929)		
15th	Last day for public hearing on budget (K.S.A. 79-2933)		
25th	Last day for governing bodies of all taxing subdivisions to certify the budget (K.S.A. 79-1801 and 19-3626)		





# September

## TOWNSHIP

Date or Time	Event/Distribution/Action	Statutory	Local
Within 30 days after election		County Election Officer receives financial statement of expenses from township candidates (K.S.A. 25-904)	
During	FICA, Federal Withholding, State withholding report and KPERS payment each pay period		
1st Monday	*Labor Day		
1st	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)	County Commission orders County attorney to institute tax foreclosure proceedings against real estate unredeemed after three years (K.S.A. 79-2801)	
20th	County Treasurer Tax Distribution (K.S.A. 12-1678a & 79-5109)		
Last Monday	Auditing board meets to examine and audit all claims against township (K.S.A. 80-302)  Board of highway commissioners meets (K.S.A. 25-904)		

\* State Holiday



# October

## TOWNSHIP

Date or Time	Event/Distribution/Action	Statutory	Local
During	FICA, Federal Withholding, State withholding report and KPERS payment each pay period		
During		County Clerk sets and certifies levies to taxing districts and notifies other County Clerks of joint district levies (K.S.A. 79-1803)	
During	<p>Treasurer present book containing receipts and disbursements to township board and an itemized, signed, and certified statement. If the Board approves, places in charge of the township trustee (K.S.A. 80-405)</p> <p>Files duplicate copy of report with the County Clerk (K.S.A. 80-403)</p>		
During	Trustee prepares statement of all bills allowed (K.S.A. 80-406)		
1st	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)		
2 <sup>nd</sup> Tuesday		County Treasurer takes office (alternate odd years (K.S.A.19-501)	
31st	County Treasurer Tax Distribution (K.S.A. 12-1678a & 79-5109)		
Last Saturday	Treasurer presents account book and vouchers to the township auditing board for adjustment and settlement		

	(K.S.A. 80-402)		
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# November

## TOWNSHIP

Date or Time	Event/Distribution/Action	Statutory	Local
During	Monitor budget status - amend before Dec 31 if necessary		
During	FICA, Federal Withholding, State withholding report and KPERs payment each pay period		
1st	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)	Property Taxes become due	
1st Tuesday after 1st Monday	General Election (Kansas Constitution)	Township clerk elected in 2002 and trustees and treasurers in 2004 and every four years thereafter (K.S.A 25-1601)	At elections for township officers, trustee and treasurers shall post the treasurer and trustee reports (K.S.A 80-406)
11 <sup>th</sup>	*Veterans Day		
4th Thursday & Friday	*Thanksgiving Day		

\* State Holiday



# December

## TOWNSHIP

Date or Time	Event/Distribution/Action	Statutory	Local
Within 30 days after election		County Election Officer receives financial statement of expenses from county, township, city, USD, community college candidates (K.S.A. 25-904)	
During	County Treasurer Motor Vehicle Tax Distribution (79-5110)	County clerk sends notices to township and cemetery boards for annual reports	
During	FICA, Federal Withholding, State withholding report and KPERs payment each pay period		
25 <sup>th</sup>	*Christmas Day		
1 <sup>st</sup>	Township road overseer makes an itemized report to the township board for all road expenses (K.S.A. 68-538)		
Last Monday	Auditing board meets to examine and audit all claims against township (K.S.A. 80-302)		

\* State Holiday