

**COOPERATIVE EXTENSION ANNUAL CALENDAR/DEADLINES  
2023-2024**

Last updated 07.07.23

SPECIFIC ITEM	PROCEDURE	DEADLINE	FINAL DUE DATE	CONTACT
<b>JULY</b>				
<b>Audits</b>	Upload pdf to DLG within 15 days following receipt from CPA \$100,000- 500,000 = audit every 4 years; greater than \$500,000 = audit every year	To be completed no later than 12 months after the close of the prior fiscal year	7/1/2023	Due to AED for submission to DLG and Copy Appropriate Regional Admin Staff
<b>Gifts, Grants &amp; Contracts (Financial Report Form)</b>	A Qualtrics form to record gifts, grants, and contracts received by each county office in the recently ended fiscal year will be distributed by Extension Business Operations. One form should be completed per county, even if the county office did not receive any gifts, grants, or contracts in the recently ended fiscal year.		8/15/2023	Qualtrics to EBO
<b>County MOA Payment Due - Quarter 1</b>	Check To <b>EXTENSION BUSINESS OPERATIONS</b> Accompanied by Corresponding Payment Voucher from Schedule of Disbursements	Payments are due based on the number of agreed upon installments from the Schedule of Disbursements.	7/10/2023	Email Copy of Payment Documentation to AED And Copy Appropriate Regional Support Staff
<b>State Extension Council Summer Meeting</b>	To be held July 27, 2023			
<b>Monthly KERS Reports</b>	Service Log Report-documents Expenses, Meetings & Activities, Statistical Contacts, and County Vehicle Logs <a href="http://ces-manuals.ca.uky.edu/content/reports">http://ces-manuals.ca.uky.edu/content/reports</a> - agent	10th of Each Month	7/15/23 (Year End)	
<b>Success Stories</b>	KERS - At least five per agent	Quarterly: October 10th, January 10th, April 10th, final two by July 15th	7/15/2023	
<b>Program Indicator Data</b>	KERS - Program Indicator - One combined report is required per county	Data can be entered any time through the year.	7/15/2023	
<b>DLG Registration and Board Reporting</b>	Counties shall annually complete this form on the DLG online portal SPGE Form 100 - Per KRS 65A.090	Due no later than 15 days after the start of the fiscal year	7/15/2023	AED to complete and submit to DLG and Copy Appropriate Regional Support Staff
<b>DLG Registration Fee</b>	Paid annually after completion of registration; through the DLG portal Per KRS 65A.090	Due no later than 15 days after the start of the fiscal year	7/15/2023	Due to AED for submission to DLG and Copy Appropriate Regional Support Staff; AED will work with Fiscal Coordinator to complete payment

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<b>Budget Estimates</b>	Budget estimates adopted by Board must be posted on DLG SPGE Form 101 (Column 1) Per KRS 65A.080(1) and KRS 65A.020(2)(a)2	Due no later than 15 days after the start of the fiscal year	No Later Than 7/15/2023	AED to complete and submit to DLG and Copy Appropriate Regional Support Staff
<b>Financial Report for Volunteer Groups</b>	KERS		7/15/2023	Each Program Area Agent to Complete
<b>SNAP-Ed Report</b>	KERS	10th of Each Month	7/15/2023	All Extension Agents
<b>Agent Performance Appraisal Documents</b>	All Agent Self-Evaluations (Success Factors) Submitted		8/1/2023	All Extension Agents being evaluated
<b>AUGUST</b>				
<b>4-H Online Success</b>	All program area volunteers need to be included in this report		8/15/2023	4-HYD Agent or Agent Designated by AED
<b>Actual Program Support Expenses</b>	Agents and Program Assistants with a program support budget for the previous FY-must complete this form & have it signed by District Board <a href="https://cafebusinesscenter.ca.uky.edu/files/program_support_reporting_instructions.pdf">https://cafebusinesscenter.ca.uky.edu/files/program_support_reporting_instructions.pdf</a>	Instructions for running reports located on Cafe Business Center Site	8/15/2023	Due to AED for Submission to DLG and Copy Appropriate Regional Support Staff
<b>Year-End Actuals Signed Form/ Excel Workbook</b>	Using the FY22 Year-End Actuals Workbook provided by EBO enter the year-end actual figures into the worksheet; Treasurer should sign a copy of the worksheet	Completion of this workbook is necessary in order to complete other required reports	8/15/2023	AED will compile and Submit Copy to Appropriate Regional Support Staff
<b>SEPTEMBER</b>				
<b>Year-End Actuals To DLG</b>	Using the Year-End Actuals Workbook that was completed by August 15 enter the figures from the DLG SUMMARY REPORT tab into the DLG SPGE Form 101 (Column 3) via the DLG Portal Per KRS 65A.020(2)	No later than 60 days after the close of the fiscal year	9/1/2023	AED Will Compile and Submit to DLG and Copy Appropriate Regional Support Staff

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<p align="center"><b>Financial Statement (Publication Requirement)</b></p>	<p>Financial statement to be prepared annually (this is the SUMMARY sheet from the previous step). Publish location in local newspaper where financial statement, budget and audit report may be examined. Your PUBLICATION MUST READ: <i>“The (name of the District)’s most recent audit and adopted budget can be viewed anytime on the Department for Local Government’s Public Portal website. If you would like to view our most recent financial statement, please visit us at our home office located at (insert your Extension Office address), during our normal office hours of (fill in normal hours). This ad was paid for by [name of county extension office] dollars.”</i>  <a href="http://kydlgweb.ky.gov/">http://kydlgweb.ky.gov/</a>            Per KRS 65A.080(2)</p>	<p>DO NOT publish the complete Financial Statement in the newspaper.             DO NOT send to DLG             Due no later than 60 days after the close of the fiscal year</p>	<p align="center">9/1/2023</p>	<p align="center">AED Will Work With Fiscal Contact Agent to Complete and Submit to Regional Office</p>
<p align="center"><b>County Offset Voucher</b></p>	<p>Using the <b>FY22</b> Year-End Actuals Workbook Offset Voucher Tab - Have Offset Voucher Signed by Fiscal Contact, EDB Treasurer and Area Extension Director</p>	<p align="center">September 1</p>	<p align="center">9/1/2023</p>	<p align="center">AED Will Complete and Submit to DLG and Copy Appropriate Regional Support Staff</p>
<p align="center"><b>Tax Rates (Established by Counties)</b></p>	<p>Once you receive the worksheet calculations from Frankfort/UK you will have a district board meeting to set the tax rates for the upcoming year. Submit rates to fiscal court &amp; file with county court clerk.             Please consider the changes that have resulted from SB5. If your county chooses to select a rate which generates MORE revenue than the compensating rate, then you now have 45 days to hold a hearing and submit your paperwork.</p>	<p align="center">TBD</p>	<p align="center">9/15/23 (May vary depending upon county)</p>	<p align="center">AED will Complete and Submit All Forms and Copy Appropriate Regional Support Staff</p>
<p align="center"><b>Motor Vehicle/Watercraft Tax Rate Return Sheet</b></p>	<p>Once rates have been established, please return the original to the Department of Revenue.             This form is sent directly to your offices each year to be completed. Instructions on how to complete the documents can be found here:  <a href="https://cafebusinesscenter.ca.uky.edu/files/motor_vehicle_tax_rate_return_letter_instructions.pdf">https://cafebusinesscenter.ca.uky.edu/files/motor_vehicle_tax_rate_return_letter_instructions.pdf</a></p>	<p align="center">Original form to Department of Revenue</p>	<p align="center">9/15/23 (After tax rates have been set - May vary depending upon county)</p>	<p align="center">AED Will Complete and Submit All Forms and Copy Appropriate Regional Support Staff</p>
<p align="center"><b>Property Tax Rate Request Form (62A3000)</b></p>	<p>Necessary to ensure that you will receive the correct property tax revenue &amp; that they have the correct address to mail the collected revenue to  <a href="https://revenue.ky.gov">https://revenue.ky.gov</a>             This form is sent directly to your offices each year to be completed. Instructions on how to complete the documents can be found here:  <a href="https://cafebusinesscenter.ca.uky.edu/files/62a3000_form_instructions.pdf">https://cafebusinesscenter.ca.uky.edu/files/62a3000_form_instructions.pdf</a></p>	<p align="center">Original form to Department of Revenue</p>	<p align="center">9/15/23 (After tax rates have been set - May vary depending upon county)</p>	<p align="center">AED Will Complete and Submit All Forms and Copy Appropriate Regional Support Staff Copy to County Clerk</p>

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<b>J. Lester Miller Graduate Fellowship Applications</b>	Completed application and supporting documents to Director of Extension	9/15/2022		
<b>Wills Leadership Fund Applications</b>	Completed application and supporting documents to Director of Extension	9/15/2022		
<b>Final Accounting Sheets &amp; Approval Form</b>	Original Signed Sheet/Check (If applicable) to Tina Ward	TBD	TBD	AED Will Work with Fiscal Contact Agent to Complete and Send Copy to Regional Office
<b>SNAP-Ed Reports</b>	Final day to enter number of copies for reimbursement Sept. 16th Last day for assistant to submit travel Sept. 23rd Last day to enter contacts Sept. 30th	Monthly by the 10th	9/30/2023	
<b>OCTOBER</b>				
<b>County MOA Payment Due - Quarter 2</b>	Check To <b>EXTENSION BUSINESS OPERATIONS</b> Accompanied by Corresponding Payment Voucher from Schedule of Disbursements	Payments are due based on the number of agreed upon installments from the Schedule of Disbursements.	10/10/2023	Email Copy of Payment Documentation to AED And Copy Appropriate Regional Support Staff
<b>Program Indicator Report (quarterly report due)</b>	Procedure-KERS Program Indicator-One combined report is required per county with data from <b>all</b> agents.	Data should be entered monthly by each agent when KERS Report Data is entered; Data is required to be entered quarterly (October 10 <sup>th</sup> ; January 10 <sup>th</sup> ; April 10 <sup>th</sup> ; and final deadline by July 15 <sup>th</sup> )	07/15/2023	
<b>Intern Applications</b>	Process opens September 1, 2022; completed form to Area Extension Director for Approval		Opens 9/1/2023 Closes 10/31/2023	Send to AED
<b>Host Intern Applications</b>	County will complete Qualtrics requesting intern; Will require EDB approval in minutes and AED email approval		10/15/2023	Supervising Agent of Intern with AED or County Manager Approval Email
<b>Agent Program Meetings</b>	TBD		Second Wednesday of Month	

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<b>State Extension Advisory Council Delegate Rotation &amp; Election</b>	When applicable by rotation, AED leads selection of area delegate and alternate delegate for the State Extension Advisory Council. Send name, county, and contact information for delegate and alternate delegate to Director of Extension Administrative Services Assistant (Shannon Markel)		10/15/2023	Copy to Regional Extension Director
<b>NOVEMBER</b>				
<b>County Extension Council</b>	Submits a list of two (2) nominees to the County Judge Executive for each member to be appointed to the Extension District Board		11/1/2023	
<b>Equipment Inventory (State)</b>	Administrative Services Associate will be emailing counties to verify specific University of Kentucky owned inventory	Information to come from CES Administration November 1st	12/1/2023	
<b>Equipment Inventory (County)</b>	All county owned/purchased equipment over the amount of \$500 is to be accounted for at all times. (The county will need to keep a spreadsheet with the following information listed: Item/description, cost, purchased when/where, who is it assigned to/or located in the building, etc.)	Any items added or deleted throughout the year are to be documented. Information to come from CES Administration November 1st.	12/1/2023	Fiscal Coordinator Agent Will be Responsible
<b>Agent Program Meetings</b>	TBD		Second Wednesday of Month	
<b>Diversity Award</b>	Submit to CAFE Office of Diversity; Application opens 10/3/22		11/30/23	
<b>DECEMBER</b>				
<b>Equipment Inventory (State)</b>	Administrative Services Associate will be emailing counties to verify specific University of Kentucky owned inventory	Information to come from CES Administration November 1st	12/1/2023	Due to AED To Review & Submit To CES Administration
<b>Equipment Inventory (County)</b>	All county owned/purchased equipment over the amount of \$500 is to be accounted for at all times. (The county will need to keep a spreadsheet with the following information listed: Item/description, cost, purchased when/where, who is it assigned to/or located in the building, etc.)	Any items added or deleted throughout the year are to be documented. Information to come from CES Administration November 1st.	12/1/2023	Due to AED To Review & Submit to CES Administration

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<b>District Board Members Appointed</b>	By law the County Judge Executive shall appoint required board members per KRS 164.635.		12/1/2023	
<b>Bi-Weekly Performance Appraisal - Self-Evaluation</b>	A Self Evaluation must be completed in the Success Factors Performance Appraisal system for all county and state level bi-weekly employees. The Self Evaluation step, must be completed by January 14th.	Self-Evaluations open December 6th	Self-Evaluations Open 12/6/23 (can be submitted any time prior to 1/14)	
<b>Agent Program Meetings</b>	TBD		Second Wednesday of Month	
<b>Agent Area Professional Development Meetings</b>	Quarterly required meetings. Dates and locations will be announced and shared by AED		Second Wednesday of the Month	Area Professional Development Committee Chair
<b>JANUARY</b>				
<b>Program Indicator Report (quarterly report due)</b>	Procedure-KERS Program Indicator-One combined report is required per county with data from <b>all</b> agents.	Data should be entered monthly by each agent when KERS Report Data is entered; Data is required to be entered quarterly (October 10 <sup>th</sup> ; January 10 <sup>th</sup> ; April 10 <sup>th</sup> ; and final deadline by July 15 <sup>th</sup> )	07/15/2024	
<b>Bi-Weekly Performance Appraisal - Self-Evaluation</b>	Success Factors Performance Appraisal. All county and state level bi-weekly employees complete "Self-Evaluation".		1/14/2024	
<b>District Board Meeting (Oath of Office)</b>	County Judge Executive administers oath of office to incoming board members; and conducts nomination and election of new board chair KRS 164.650 <a href="http://districts.ca.uky.edu/files/oath_of_office_0.pdf">http://districts.ca.uky.edu/files/oath_of_office_0.pdf</a>		No Later Than 1/30/2024	
<b>Review County Insurance Policies</b>	District Board to review insurance policies whether through KACo or other company.		TBD	
<b>County MOA Payment Due - Quarter 3</b>	Check To <b>EXTENSION BUSINESS OPERATIONS</b> Accompanied by Corresponding Payment Voucher from Schedule of Disbursements	Payments are due based on the number of agreed upon installments from the Schedule of Disbursements.	1/10/2024	Email Copy of Payment Documentation to AED And Copy Appropriate Regional Support Staff

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Agent Program Meetings	TBD		Second Wednesday of Month	
Update Board Members & Agent Contact Information on DLG Website	Officers must be elected by Extension District Board by January 30th	Updates must be submitted to DLG by Area Extension Directors	1/31/2024	Email to AED And Copy Appropriate Regional Support Staff
County District Board Treasurers Bonded	Within 10 days of his/her election - Treasurers must be bonded at 125% of the largest amount in hand at any one time.			
Report To the People	All Reports are to be finalized and uploaded to the Report to the People website.		1/31/2024	
Career Ladder Applications	Completed form to Area Extension Director <a href="https://ces-personnel.ca.uky.edu/career-ladder">https://ces-personnel.ca.uky.edu/career-ladder</a>		No Later Than Close of Business 1/31/2024	
<b>FEBRUARY</b>				
District Board Members Form Due	List of all District Board members including names and addresses - Marketing Director (Hayley Pierce) to send out Qualtrics survey to collect information from the counties.	February 1 Deadline	By 2/1/2024	
County Extension Council Officers	List of officers including names and addresses - Marketing Director (Hayley Pierce) to send out Qualtrics survey to collect information from the counties.	February 1 Deadline	2/1/2024	
Bi-Weekly Performance Appraisal - In-Person Meetings	All in-person meetings with Supervisors and staff due no later than February 18th - All Performance Evaluations must be completed in Success Factors by March 1st.		2/18/2023 – This date has not yet been confirmed for FY2024	
Agent Program Meetings	TBD		Second Wednesday of Month	
State Extension Council Meeting	To be held February 28 and March 1, 2023			
<b>MARCH</b>				
State Extension Council Meeting	To be held February 28 and March 1, 2023			
Agent Program Meetings	TBD		Second Wednesday of Month	
Cooperative Extension Service Budget Plan "Rough Draft"	Submitted to Area Extension Director/Regional Directors/Support Staff and Extension Business Operations for Review Before Signatures By Extension District Board		TBD	AED or County Manager

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<b>APRIL</b>				
<b>Space Inventory</b>	Send out to counties to reflect any changes in space - additions, additional workspaces, etc.		4/1/2024	AED To Review & Submit to CES Administration
<b>Status of County Offices</b>	Update form for any new addresses, new buildings/additions, etc.		4/1/2024	AED To Review & Submit to CES Administration
<b>Agent Program Meetings</b>	TBD		Second Wednesday of Month	
<b>County MOA Payment Due -Quarter 4</b>	Check To <b>EXTENSION BUSINESS OPERATIONS</b> Accompanied by Corresponding Payment Voucher From Schedule of Disbursements	Payments are due based on the number of agreed upon installments from the Schedule of Disbursements.  Please note remittance address has changed for FY23 payments.	4/10/2024	Email Copy of Payment Documentation to AED And Copy Appropriate Regional Support Staff
<b>Program Indicator Report (quarterly report due)</b>	Procedure-KERS Program Indicator-One combined report is required per county with data from <b>all</b> agents.	Data should be entered monthly by each agent when KERS Report Data is entered; Data is required to be entered quarterly (October 10 <sup>th</sup> ; January 10 <sup>th</sup> ; April 10 <sup>th</sup> ; and final deadline by July 15 <sup>th</sup> )	07/15/2024	
<b>District Board Budget</b>	Communicate with Extension District Boards and County Judge Executive that UK Budget will not be finalized until June (which includes any merit salary adjustments). Counties should submit a DRAFT budget summary to County Judge Executive and with budget finalized and forwarded in June. Print summary sheet from Excel Budget Template, sign and submit figures to the SPGE Form 101/Column 1	Submit	4/15/2024	AED or County Manager Will Submit



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<b>MAY</b>				
<b>Gifts, Grants &amp; Contracts (Financial Report Form)</b>	A Qualtrics form to record gifts, grants, and contracts received by each county office in the recently ended fiscal year will be distributed by Extension Business Operations. One form should be completed per county, even if the county office did not receive any gifts, grants, or contracts in the recently ended fiscal year.		8/15/2024	Qualtrics to EBO
<b>Memorandum of Agreement</b>	3 Signed Original & Electronic File to Area Extension Director (Originals to be kept in 1. County Office, 2. Regional Office, 3. CES Administration)		5/1/2024	AED or County Manager Will Complete
<b>Schedule of Disbursements</b>	3 Signed Original & Electronic File to Area Extension Director (Originals to be kept in 1. County Office, 2. Regional Office, 3. CES Administration)		5/1/2024	AED or County Manager Will Complete
<b>Program Support Budgets</b>	Signed Originals to Area Extension Director		5/1/2024	Due to AED for Submission
<b>Plan of Work "Rough Draft"</b>	Complete county rough draft due to Area Extension Director for Review		5/1/2024	Agent Will Submit to AED
<b>Uniform Financial Information Report UFIR (Form F-65 (KY-5))</b>	Submit to DLG for the previous fiscal year. (Can be complete earlier at close of fiscal year when books are completed, finalized, and closed) KRS 65.905		Due No Later Than 5/1/2024	AED Will Complete and Submit to DLG and Copy Appropriate Regional Support Staff
<b>Randall Barnett Award</b>	Submit to Area Extension Director - <a href="http://psd.ca.uky.edu/randallbarnett">http://psd.ca.uky.edu/randallbarnett</a>		Apply By No Later Than 5/15/2024	
<b>Agent Program Meetings</b>	TBD		Second Wednesday of Month	
<b>Affirmative Action Plan "Rough Draft"</b>	Email complete draft to Area Extension Director for review		5/15/2024	Agent Will Complete and Send to AED or County Manager for Review
<b>JUNE</b>				
<b>Performance Appraisal Rating Option Sheet</b>	Signed original to AED - Only required in non-rated option year		6/1/2024	Due to AED and Copy Regional Admin Support
<b>County Coordinator Lists</b>	Signed form to AED (AED to forward changes in I-9 signers to Stacy Miller) <a href="https://districts.ca.uky.edu/files/blank_coordinator_list.pdf">https://districts.ca.uky.edu/files/blank_coordinator_list.pdf</a>		6/1/2024	Due to AED and Copy Regional Admin Support

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<b>Fiscal Year SPGE Budgets</b>	Must be passed - Due to AED by no later than 5/15/24 - Must be submitted to DLG by 6/30/24		6/30/2024	AED Will Complete and Submit for submission to DLG and Copy Appropriate Regional Support Staff
<b>Plan of Work "Final"</b>	Must be submitted in KERS		6/30/2024	Agents Will Be in Charge of Submission
<b>Affirmative Action Report</b>	Submit in KERS for previous fiscal year (2 Questions/Chart)		6/30/2024	Agents Will Be in Charge of Submission
<b>Affirmative Action Plan "Final"</b>	Submitted in KERS		6/30/2024	Agents Will Be in Charge of Submission
<b>American Disabilities Act Assessment Plan</b>	Update Annually; Once updates are complete, submit ADA plan to your Regional Office and copy your Area Extension Director.		6/30/2024	Copy to Area Extension Director and Regional Admin Support
<b>Budget Amendments</b>	Submit on DLG; SPGE Form 101/Column 2 (If needed) KRS 65A.020(2)	Due no later than the last day of the fiscal year	6/30/2024	AED Will Complete and Submit to DLG and Copy Appropriate Regional Support Staff
<b>In-Service Trainings</b>	All new signs ups should be submitted in KERS; Be sure to review the catalog monthly		6/30/2024	
<b>District Board Meeting</b>	To review past years budget and rectify expenditure accounts		Before 6/30/2024	AED to Coordinate
<b>Bi-Weekly Mid-Year Review</b>	(If needed)		Before 6/30/2024	AED Will Coordinate and Submit