

Updated 10/23/2024

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SPECIFIC ITEM	PROCEDURE	DEADLINE	FINAL DUE DATE	CONTACT
JULY				
Audits	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	7/1/2024	Due to AED for submission to DLG and Copy Appropriate Regional Admin Staff
Gifts, Grants & Contracts (Financial Report Form)	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.		8/16/2024	Qualtrics to EBO
County MOA Payment Due - Quarter 1	Check To EXTENSION BUSINESS OPERATIONS 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.	7/10/2024	Email Copy of Payment Documentation to AED And Copy Appropriate Regional Support Staff
State Extension Council Summer Meeting	To be held July 25, 2024 for summer date.			
Monthly KERS Reports	Service Log Report-documents Expenses, Meetings & Activities, Statistical Contacts, and County Vehicle Logs http://ces-manuals.ca.uky.edu/content/reports - agent	10th of Each Month	7/15/2024 (Year End)	
Success Stories	KERS - At least five per agent	Quarterly: October 10th, January 10th, April 10th, final two by July 15th	7/15/2024	
Program Indicator Data	KERS - Program Indicator - One combined report is required per county	Data can be entered any time through the year. This is the final deadline to enter Program Indicators for this fiscal year	7/15/2024	
DLG Registration and Board Reporting	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	7/15/2024	AED to complete and submit to DLG and Copy Appropriate Regional Support Staff
County Extension Office Disaster Preparedness Plans	Complete the CES County Disaster Preparedness Plans and Update annually by update the Annual Review Date on the form.	Annual submission process for any updates	7/15/2024	Due to AED and Regional Office
DLG Registration Fee	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	7/15/2024	Due to AED for submission to DLG and Copy Appropriate Regional Support Staff; AED will work with Fiscal Coordinator to complete payment
Budget Estimates	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 7/15/2024	AED to complete and submit to DLG and Copy Appropriate Regional Support Staff

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Financial Report for Volunteer Groups	KERS		7/15/2024	Each Program Area Agent to Complete
Thomas Poe Cooper Farm Leader Award	Nominate an Outstanding Farm Leader for the Thomas Poe Cooper Farm Leader Award		7/15/2024	
SNAP-Ed Report	KERS	10th of Each Month	7/15/2024	All Extension Agents
Agent Performance Appraisal Documents	All Agent Self-Evaluations (Success Factors) Submitted		10/15/2024	All Extension Agents being evaluated
AUGUST				
4-H Online Success	All program area volunteers need to be included in this report		8/15/2024	4-HYD Agent or Agent Designated by AED
Actual Program Support Expenses	Agents and Program Assistants with a program support budget for the previous FY-must complete this form & have it signed by District Board https://cafebusinesscenter.ca.uky.edu/files/program_support_reporting_instructions.pdf	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
Year-End Actuals Signed Form/ Excel Workbook	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	8/16/2024	AED will compile and Submit Copy to Appropriate Regional Support Staff
SEPTEMBER				
Year-End Actuals To DLG	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	8/29/2023	AED Will Compile and Submit to DLG and Copy Appropriate Regional Support Staff
Financial Statement (Publication Requirement)	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> http://kydlgweb.ky.gov/ Per KRS 65A.080(2)	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	9/1/2024	AED Will Work With Fiscal Contact Agent to Complete and Submit to Regional Office
County Offset Voucher	Using the FY22 Year-End Actuals Workbook Offset Voucher Tab - Have Offset Voucher Signed by Fiscal Contact, EDB Treasurer and Area Extension Director	September 1	9/1/2024	AED Will Complete and Submit to DLG and Copy Appropriate Regional Support Staff

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Tax Rates (Established by Counties)	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 & 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.	TBD	9/15/2024 (May vary depending upon county)	AED will Complete and Submit All Forms and Copy Appropriate Regional Support Staff
Motor Vehicle/Watercraft Tax Rate Return Sheet	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: https://cafebusinesscenter.ca.uky.edu/files/motor_vehicle_tax_rate_return_letter_instructions.pdf	Original form to Department of Revenue	9/15/2024 (After tax rates have been set - May vary depending upon county)	AED Will Complete and Submit All Forms and Copy Appropriate Regional Support Staff
Property Tax Rate Request Form (62A3000)	Necessary to ensure that you will receive the correct property tax revenue & that they have the correct address to mail the collected revenue to https://revenue.ky.gov This form is sent directly to your offices each year to be completed. Instructions on how to complete the documents can be found here: https://cafebusinesscenter.ca.uky.edu/files/62a3000_form_instructions.pdf	Original form to Department of Revenue	9/15/2024 (After tax rates have been set - May vary depending upon county)	AED Will Complete and Submit All Forms and Copy Appropriate Regional Support Staff Copy to County Clerk
J. Lester Miller Graduate Fellowship Applications	Completed application and supporting documents to Director of Extension	9/15/2024		
Wills Leadership Fund Applications	Completed application and supporting documents to Director of Extension	9/15/2024		
Final Accounting Sheets & Approval Form	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
SNAP-Ed Reports	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	9/30/2024	
OCTOBER				

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4-H Online Registration	First round of new and existing certified volunteers registered in 4-H Online to be part of the statewide list of certified volunteers.	10/1/2024	2/28/2025	Rachel Guidugli
County MOA Payment Due - Quarter 2	Check To EXTENSION BUSINESS OPERATIONS 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.	10/10/2024	Email Copy of Payment Documentation to AED And Copy Appropriate Regional Support Staff
Program Indicator Report (quarterly report due)	Procedure-KERS Program Indicator-One combined report is required per county with data from all agents.	Data should be entered monthly by each agent when KERS Report Data is entered; Data is required to be entered quarterly (October 10 th ; January 10 th ; April 10 th ; and final deadline by July 15 th)	7/15/2025	
Intern Applications	Process opens September 1, 2022; completed form to Area Extension Director for Approval		Opens 9/1/2024 Closes 10/31/2024	Send to AED
Host Intern Applications	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
Agent Program Meetings	TBD		Second Wednesday of Month	
State Extension Advisory Council Delegate Rotation & Election	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		10/15/2024	Copy to Regional Extension Director
NOVEMBER				
County Extension Council	Submits a list of two (2) nominees to the County Judge Executive for each member to be appointed to the Extension District Board		11/1/2024	
Agent Program Meetings	TBD		Second Wednesday of Month	
DECEMBER				
Equipment Inventory (State)	Administrative Services Associate will be emailing counties to verify specific University of Kentucky owned inventory	Information to come from CES Administration November 1st	12/1/2024	Due to AED To Review & Submit To CES Administration
Equipment Inventory (County)	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.	12/1/2024	Due to AED To Review & Submit to CES Administration
Career Ladder Intent to Apply Letters	o The example letter can be found here: https://ces-manuals.ca.uky.edu/chapters-for-manual (Career Ladder Tab, Career Ladder Letter of Intent)		12/1/2025	

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District Board Members Appointed	By law the County Judge Executive shall appoint required board members per KRS 164.635.		12/1/2024	
Bi-Weekly Performance Appraisal - Self-Evaluation	A Self Evaluation must be completed in the Success Factors Performance Appraisal system for all county and state level bi-weekly employees.	Self-Evaluations open December 2nd	TBD	
Agent Program Meetings	TBD		Second Wednesday of Month	
JANUARY				
Program Indicator Report (quarterly report due)	Procedure-KERS Program Indicator-One combined report is required per county with data from all agents.	Data should be entered monthly by each agent when KERS Report Data is entered; Data is required to be entered quarterly (October 10 th ; January 10 th ; April 10 th ; and final deadline by July 15 th)	7/15/2025	
Bi-Weekly Performance Appraisal - Self-Evaluation	Success Factors Performance Appraisal. All county and state level bi-weekly employees complete "Self-Evaluation".		1/14/2024	
New Agent Orientation (NAO)	Location TBD		1/14-1/16 2025	
District Board Meeting (Oath of Office)	County Judge Executive administers oath of office to incoming board members; and conducts nomination and election of new board chair KRS 164.650 http://districts.ca.uky.edu/files/oath_of_office_0.pdf		No Later Than 1/30/2025	
Review County Insurance Policies	District Board to review insurance policies whether through KACo or other company.		TBD	
County MOA Payment Due - Agent Program Meetings	Check To EXTENSION BUSINESS OPERATIONS Accompanied by	Payments are due based on the number	1/10/2025	Email Copy of Payment Documentation
	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	1/31/2025	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.			
Career Ladder Applications	Completed Forms to AED via KERS Submission Process		No Later Than Close of Business 1/31/2024	
FEBRUARY				
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.		By 2/1/2025	
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	

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Agent Program Meetings	TBD		Second Wednesday of Month	
State Extension Council Meeting	TBD			
4-H Online Registration	Final round of the new and existing certified volunteers need to be enrolled in 4-H Online to be part of the statewide list of certified volunteers.		2/28/2025	
MARCH				
Report To the People	All Reports are to be finalized and uploaded to the Report to the		3/1/2025	
State Extension Council Meeting	TBD			
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
APRIL				
Space Inventory	Send out to counties to reflect any changes in space - additions, additional workspaces, etc.		4/1/2025	AED To Review & Submit to CES Administration
Status of County Offices	Update form for any new addresses, new buildings/additions, etc.		4/1/2024	AED To Review & Submit to CES Administration
Agent Program Meetings	TBD		Second Wednesday of Month	
County MOA Payment Due -Quarter 4	Check To EXTENSION BUSINESS OPERATIONS 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.	4/10/2025	Email Copy of Payment Documentation to AED And Copy Appropriate Regional Support Staff
Program Indicator Report (quarterly report due)	Procedure-KERS Program Indicator-One combined report is required per county with data from all agents.	Data should be entered monthly by each agent when KERS Report Data is entered; Data is required to be entered quarterly (October 10 th ; January 10 th ; April 10 th ; and final deadline by July 15 th)	7/15/2024	
District Board Budget	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	4/15/2025	AED or County Manager Will Submit
New Agent Orientation (NAO)	Location TBD		04/15-04/17 2025	
Annual 4-H Program Update	All 4-H Volunteers must complete the Annual 4-H Program Update		4/30/2025	
MAY				

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Memorandum of Agreement	3 Signed Original & Electronic File to Area Extension Director (Originals to be kept in 1. County Office, 2. Regional Office, 3. CES Administration)		5/1/2025	AED or County Manager Will Complete
Schedule of Disbursements	3 Signed Original & Electronic File to Area Extension Director		5/1/2025	AED or County Manager Will Complete
Program Support Budgets	Signed Originals to Area Extension Director		5/1/2025	Due to AED for Submission
Plan of Work "Rough Draft"	Complete county rough draft due to Area Extension Director for Review		5/1/2025	Agent Will Submit to AED
Uniform Financial Information Report UFIR (Form F-65 (KY-5))	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
Randall Barnett Award	Submit to Area Extension Director - http://psd.ca.uky.edu/randallbarnett		Apply By No Later Than 5/15/2025	
Agent Program Meetings	TBD		Second Wednesday of Month	
Affirmative Action Plan "Rough Draft"	Email complete draft to Area Extension Director for review		5/15/2025	Agent Will Complete and Send to AED or County Manager for
JUNE				
Performance Appraisal Rating Option Sheet	Signed original to AED - Only required in non-rated option year		N/A	Due to AED and Copy Regional Admin Support
County Coordinator Lists	Signed form to AED (AED to forward changes in I-9 signers to Stacy Miller) https://districts.ca.uky.edu/files/blank_coordinator_list.pdf		6/1/2025	Due to AED and Copy Regional Admin Support
Fiscal Year SPGE Budgets	Must be passed - Due to AED by no later than 5/15/25 - Must be submitted to DLG by 6/30/25		6/30/2025	AED Will Complete and Submit for submission to DLG and Copy Appropriate Regional
Plan of Work "Final"	Must be submitted in KERS		6/30/2025	Agents Will Be in Charge of Submission
Affirmative Action Report	Submit in KERS for previous fiscal year (2 Questions/Chart)		6/30/2025	Agents Will Be in Charge of Submission
Affirmative Action Plan "Final"	Submitted in KERS		6/30/2025	Agents Will Be in Charge of Submission

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American Disabilities Act Assessment Plan	Update Annually; Once updates are complete, submit ADA plan to your Regional Office and copy your Area Extension Director.		6/30/2025	Copy to Area Extension Director and Regional Admin Support
Budget Amendments	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	6/27/2025	AED Will Complete and Submit to DLG and Copy Appropriate Regional Support Staff
In-Service Trainings	All new signs ups should be submitted in KERS; Be sure to review the catalog monthly		6/30/2025	
District Board Meeting	To review past years budget and rectify expenditure accounts		Before 6/30/2025	AED to Coordinate
Bi-Weekly Mid-Year Review	(If needed)		Before 6/30/2025	AED Will Coordinate and Submit