

CLERK YEARLY OUTLINE

JANUARY

- QUARTERLY MISSOURI DEPARTMENT OF REVENUE SALES TAX (WATER SALES SOLD-**CHECK ORDINANCE/POLICY**) **THIS MAY BE PAID YEARLY** REPORT AND PAY 4TH QUARTER YEAR BEFORE (SEPT-DEC)-53-1 FORM/ <http://mytax.mo.gov/>
- QUARTERLY MISSOURI STATE WITHHOLDING TAXES-MISSOURI DEPARTMENT OF REVENUE- REPORT AND PAY 4TH QUARTER YEAR BEFORE (THIS MAY BE PAID MONTHLY) (SEPT-DEC)-MO-941 FORM/ <http://mytax.mo.gov/>
- QUARTERLY EMPLOYEE SECURITY WAGES REPORT 4TH QUARTER YEAR BEFORE (SEPT-DEC) <https://uinteract.labor.mo.gov/benefits/home.do>
- POST 6-MONTH FINANCIAL STATEMENT-LOCAL NEWSPAPER-JULY TO DECEMBER YEAR BEFORE—(MISSOURI STATUTE RSMo 77.110)
- PAYROLL TAX DOCUMENTS—1099'S, TRANSMITTAL-1096'S, W-2'S, TRANSMITTAL-W-3'S—SEND OUT/POST MARKED TO EMPLOYEES/VENDORS NO LATER THAN JANUARY 31ST OF EVERY YEAR.
- QUARTERLY FEDERAL 941 FORM-PAYROLL—ELECTRONIC SUBMISSION—PAY/CREDIT

FEBRUARY

MARCH

- YEARLY MAJOR WATER USE REPORT—MISSOURI DEPARTMENT OF NATURAL RESOURCES—EMAIL CONFIRMATION/REMINDER- <https://dnr.mo.gov/document-search/major-water-use-report-new-users-mo-780-2019>-SUBMITTED ONLINE
- MISSOURI RURAL WORKER'S COMPENSATION YEARLY AUDIT PAPERWORK EXPECTED IN MAIL. (SOME SYSTEMS HAVE OTHER COMPANIES DOING THEIR WORKER'S COMPENSATION INSURANCE. TIMELINE IS DIFFERENT WITH OTHER COMPANIES) MeM, ETC...
- IF YOU HAVE A **LOAN WITH USDA**, FINANCIAL STATEMENTS/DOCUMENTS DUE BY 31ST. (CP GUIDE 28, CP GUIDE 42, RATE STUDY, RD 442-3, RD 442-3, ACTUAL BUDGET, PROFIT AND LOSS STATEMENT, AND AUDIT-IF DONE)

APRIL

- QUARTERLY MISSOURI DEPARTMENT OF REVENUE SALES TAX (WATER SALES SOLD-**CHECK ORDINANCE/POLICY**) **THIS MAY BE PAID YEARLY** REPORT AND PAY 1ST QUARTER (JAN-MAR)-53-1 FORM/ <http://mytax.mo.gov/>
- QUARTERLY MISSOURI STATE WITHHOLDING TAXES-MISSOURI DEPARTMENT OF REVENUE- REPORT AND PAY 1ST QUARTER (THIS MAY BE PAID MONTHLY) (JAN-MAR)-MO-941 FORM/ <http://mytax.mo.gov/>
- QUARTERLY EMPLOYEE SECURITY WAGES REPORT PAY 1ST QUARTER (JAN-MAR) <https://uinteract.labor.mo.gov/benefits/home.do>
- POST 6-MONTH FINANCIAL STATEMENT-LOCAL NEWSPAPER-JULY TO DECEMBER YEAR BEFORE—(MISSOURI STATUTE RSMo 77.110)

- QUARTERLY FEDERAL 941 FORM-PAYROLL—ELECTRONIC SUBMISSION—PAY/CREDIT
- MUNICIPAL ELECTION-FIRST TUESDAY OF THE MONTH
- MISSOURI RURAL WORKER’S COMPENSATION YEARLY AUDIT DUE
- YEARLY ARPA REPORT DUE-- <https://portal.treasury.gov/compliance>
- YEARLY WAGE AND BENEFITS SURVEY—MISSOURI RURAL WATER ASSOCIATION-EMAIL REMINDER/

MAY

JUNE

- CCR POSTING—CONSUMER CONFIDENCE REPORT—DUE BY JULY 1ST - <https://dnr.mo.gov/water/how-s-water/water-we-drink/drinking-reports/consumer-confidence>

JULY

- QUARTERLY MISSOURI DEPARTMENT OF REVENUE SALES TAX (WATER SALES SOLD-**CHECK ORDINANCE/POLICY**) **THIS MAY BE PAID YEARLY** REPORT AND PAY 2ND QUARTER (APR-JUN)-53-1 FORM/ <http://mytax.mo.gov/>
- QUARTERLY MISSOURI STATE WITHHOLDING TAXES-MISSOURI DEPARTMENT OF REVENUE- REPORT AND PAY 2ND QUARTER (THIS MAY BE PAID MONTHLY) (APR-JUN)-MO-941 FORM/ <http://mytax.mo.gov/>
- QUARTERLY EMPLOYEE SECURITY WAGES REPORT 2ND QUARTER (APR-JUN) <https://uinteract.labor.mo.gov/benefits/home.do>
- POST 6-MONTH FINANCIAL STATEMENT-LOCAL NEWSPAPER-JUNE THROUGH DECEMBER—(**MISSOURI STATUTE RSMo 77.110**)
- QUARTERLY FEDERAL 941 FORM-PAYROLL—ELECTRONIC SUBMISSION—PAY/CREDIT

AUGUST

- PRIMACY FEES AND SEWER CONNECTION FEES FOR MISSOURI DEPARTMENT OF NATURAL RESOURCES DUE BY AUGUST 31ST. FORMS ARE SENT IN JUNE <https://dnr.mo.gov/water/business-industry-other-entities/permits-certification-engineering-fees/water-fees/public-drinking> , <https://dnr.mo.gov/document-search/wastewater-treatment-facility-permit-fees-pub2564/pub2564>
- SPECIAL MEETING TO SET PROPERTY TAX LEVY-POST 2 CONSECUTIVE WEEKS LOCAL NEWSPAPER

SEPTEMBER

OCTOBER

- QUARTERLY MISSOURI DEPARTMENT OF REVENUE SALES TAX (WATER SALES SOLD-**CHECK ORDINANCE/POLICY**) **THIS MAY BE PAID YEARLY** REPORT AND PAY 3RD QUARTER (JUL-SEP)-53-1 FORM/ <http://mytax.mo.gov/>

- QUARTERLY MISSOURI STATE WITHHOLDING TAXES-MISSOURI DEPARTMENT OF REVENUE- REPORT AND PAY 3RD QUARTER (THIS MAY BE PAID MONTHLY) (JUL-SEP)-MO-941 FORM/ <http://mytax.mo.gov/>
- QUARTERLY EMPLOYEE SECURITY WAGES REPORT 3RD QUARTER (JUL-SEP) <https://uinteract.labor.mo.gov/benefits/home.do>
- POST 6-MONTH FINANCIAL STATEMENT-LOCAL NEWSPAPER-JULY TO DECEMBER YEAR BEFORE—(**MISSOURI STATUTE RSMo 77.110**)
- QUARTERLY FEDERAL 941 FORM-PAYROLL—ELECTRONIC SUBMISSION—PAY/CREDIT-

NOVEMBER

- MISSOURI RURAL WORKER’S COMPENSATION YEARLY AUDIT REMINDER- WILL BE RECEIVED IN THE MAIL FOR NEXT YEAR.
- POST OPEN DATES FOR CANDIDACY FOR APRIL MUNICIPAL ELECTION IN LOCAL NEWSPAPER. <https://www.sos.mo.gov/elections/calendar>

DECEMBER

- HAND OUT/ACCEPT NOTICE OF CANDIDACY FORMS DURING OPEN DATE(S) <https://www.sos.mo.gov/elections/calendar>

THINGS TO CONSIDER WHEN ITS DUE:

1. **YEARLY FISCAL BUDGET— (MISSOURI STATUTE 67.1471)**
2. **AMENDED LAST YEAR’S FISCAL BUDGET**
3. **MONTHLY BILLS**
4. **YEARLY FISCAL BUDGET/FINANCIAL STATEMENT SUBMITTED TO STATE AUDITOR’S OFFICE “SCOTT FITSPATRICK” (6 MONTHS PROCEEDING FISCAL YEAR) (MISSOURI STATUTE Section 105.145, RSMo) <https://auditor.mo.gov/>**