

2016 TOWNSHIP AND ROAD DISTRICT ANNUAL CALENDAR

- 2/16 Discussion on Annual Town Meeting
- 03/31/16 Fiscal Year Ends
- 03/16 Board Review of past year accomplishments/send out youth request
- 04/01/16 Fiscal Year Starts
- 04/16 *Review prior year end balances/projected tax revenue
*Discuss final reports for Annual Town Meeting
*Preliminary discussion of new budget
*Review youth funding requests/listen to oral presentations
- 04/8/16 Annual Town Meeting-Give State of Township report by Supervisor & others
- 05/01/16 Statement of Economic Interest
- 05/16 *File tentative budget - 30 days prior to June meeting
*Make final adjustments to tentative budget
*Youth funding awards
- 05/30/16 Budget Notice
Last day to publish a notice announcing budget hearings and that budgets are available for inspection. Notices must be published 30 days before hearings in a newspaper published in the Township.
- 06/30/16 Budget Hearing & Adoption
Last day to conduct budget hearings and adopt Township and Road District budgets. Budgets may be adopted before or during the first quarter of the fiscal year. The Township budget may be adopted at the public hearing. The Road District budget shall be adopted at the public hearing.
- 06/30/16 Prevailing Wage Act- Adopt Ordinance
Last day for board to adopt ordinance of intent to comply with the Illinois Prevailing Wage Act. Ordinance must be adopted during June and filed with the Index Division of the Secretary of State and Illinois Department of Labor.
- 07/30/16 Budget Filing
Last day to file certify budget and revenue sources with the County Clerk if budget is adopted at end of June. Must be filed with the County Clerk within 30 days of adoption. Therefore, filing deadline varies with the date of adoption. Clerk certifies the budget and supervisor certifies the revenue sources.

09/30/16 Annual Treasurer's Report Compiled & Published/Audit
Last day for the supervisor to prepare the combined Annual Treasurer's report for Township and Road District. Report must be completed within 6 months from end of the fiscal year and filed with County Clerk's office. Last day for Township's to file CPA audit with State Comptroller's office and County Clerk.

10/16 Grant presentations/awards

11/16 Planning meeting for next fiscal year budget initiatives/Levy discussion

12/07/16 Truth in Taxation Determination
Last day for board to determine (estimate) property tax levy to comply with Truth in Taxation Law. Must determine levies at least 20 days before adoption. Basis for 5% computation and whether notices and hearings are necessary.

12/27/16 Truth in Taxation Hearing, Adopt Levy & Filing
Last day to hold Truth in Taxation hearing, adopt and file Township and Road District certificates of levy, tax levies, and Certificate of Compliance for Truth in Taxation Law with County Clerk.