

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day Closed	2	3	4	5
6	7	8	9 * Bills Due by 12 Noon (so Nicci doesn't have a big stack on the 23 rd)	10 Bills Approved	11	12
13	14 Complete Budget Deadline	15 Checks Signed	16	17 Central Region Clerks' Meeting with SOS in Cole County Office	18	19
20	21 M L King Day Closed	22 Timesheets Submitted on Tsheets by 10AM	23 Bills Due by 12 Noon	24 Timesheets Approved Bills Approved	25	26
27	28	29 Checks Signed	30 W-2's submitted to employees	31 Checks Signed Liability Checks PAYDAY		

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Bills Due by 12 Noon	5 Bills Approved No Bond Election	6	7 Commissioners' MAC Training 6 th – 8 th No Meeting	8	9
10	11 Prepare Financial Statement for UD	12 Lincoln Day Closed	13	14 Checks Signed Valentine's Day	15	16
17	18 President's Day Closed	19	20 Bills Due by 12 Noon	21 Timesheets Submitted on TSheets by 10AM Bills Approved	22	23
24	25	26 Timesheets Approved Checks Signed	27	28 Checks Signed Liability Checks PAYDAY		

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Bills Due by 12 Noon	7 Bills Approved	8 Update Web Pages	9
10	11	12 Checks Signed	13	14	15	16
17	18	19	20 Bills Due by 12 Noon	21 Timesheets Submitted on Tsheets by 10AM Bills Approved	22	23
24	25	26 Timesheets Approved Checks Signed	27	28 Checks Signed Liability Checks	29 PAYDAY	30
31						

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 TBD General Municipal Election No Commission Meeting	3 Bills Due by 12 Noon	4 Bills Approved	5	6
7	8	9	10	11 Checks Signed	12	13
14	15	16	17 Bills Due by 12 Noon	18 Bills Approved	19 Good Friday	20
21 Easter Sunday	22 Timesheets Submitted on Tsheets by 10AM	23 Timesheets Approved Checks Signed	24	25	26	27
28	29	30 Checks Signed Liability Checks PAYDAY				

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Bills Due by 12 Noon	2 Bills Approved	3	4
5	6	7 Checks Signed	8 Truman Day Closed	9	10	11
12 Mother's Day	13	14	15 Bills Due by 12 Noon	16 Bills Approved	17	18
19	20	21 Timesheets Submitted on Tsheets by 10AM Checks Signed	22	23 Timesheets Approved	24	25
26	27 Memorial Day Closed	28	29 Bills Due by 12 Noon	30 Bills Approved Checks Signed Liability Checks	31 PAYDAY	

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Checks Signed	5	6	7 Update Web Pages	8
9	10 Send out Letters for BOE, AD in UD, post on Comm. Room	11	12 Bills Due by 12 Noon	13 Bills Approved	14	15
16 Father's Day	17	18 Checks Signed	19	20	21 Timesheets Submitted on Tshets by 10AM	22
23	24	25 Timesheets Approved	26 Bills Due by 12 Noon	27 Bills Approved Checks Signed Liability Checks	28 PAYDAY	29
30						

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Checks Signed	3	4 Independence Day Closed	5	6
7	8	9 BOE Hearing @ 9am	10 Bills Due by 12 Noon	11 Bills Approved	12	13
14	15	16 Checks Signed	17	18	19	20
21	22 Timesheets Submitted on Tsheets by 10AM	23 Timesheets Approved	24 Bills Due by 12 Noon	25 Bills Approved	26	27
28	29	30 Checks Signed Liability Checks	31 PAYDAY			

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 TBD Public Election No Commission Meeting	7 Bills Due by 12 Noon	8 Bills Approved	9	10
11	12	13 Checks Signed	14	15	16	17
18	19	20	21 Timesheets Submitted on TSheets by 10AM Bills Due by 12 Noon	22 Timesheets Approved Bills Approved	23	24
25	26 Tax Sale w/ Collector on Courthouse Steps	27 Checks Signed Liability Checks	28	29 County Clerks' MACCEA Conference 27 th -30 th	30 PAYDAY	31

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day Closed	3	4 Bills Due by 12 Noon	5 Bills Approved	6	7
8	9 Send out Tax Levy Reports	10 Checks Signed	11 Make RR & Utility Statements	12	13 Update Web Pages	14
15	16	17	18 Bills Due by 12 Noon	19 Bills Approved	20	21
22	23 Timesheets Submitted on Tsheets by 10AM	24 Timesheets Approved	25	26 Checks Signed Liability Checks	27	28
29	30 PAYDAY					

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Bills Due by 12 Noon	3 Bills Approved	4	5
6	7	8 Checks Signed	9	10	11	12
13	14 Columbus Day Closed	15	16 Bills Due by 12 Noon	17 Bills Approved	18	19
20	21 Timesheets Submitted on Tsheets by 10AM	22 Timesheets Approved Checks Signed	23	24	25	26
27	28 Deliver Tax Book to Collector by 31st	29 Checks Signed Liability Checks	30 Bills Due by 12 Noon	31 Bills Approved Halloween PAYDAY		

November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Request Dept Forms for Budget	2
3	4	5 TBD Public Election No Commission Meeting	6	7 Checks Signed	8 Set up Open Enrollment for Health in December	9
10	11 Veterans Day Closed	12 TBD Disburse Budget Forms to Depts	13 Bills Due by 12 Noon	14 Bills Approved	15 Set up Oath of Office for newly elected officials (if needed) for mid-December	16
17	18 TBD - MAC Annual Conference 17 th -19 th	19 Checks Signed	20	21 Timesheets Submitted on Tsheets by 10AM	22	23
24	25 Bills Due by 12 Noon	26 Timesheets Approved Bills Approved Liability Checks	27	28 Thanksgiving Day Closed	29 TBD Day after Thanksgiving Holiday PAYDAY	30

December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Checks Signed	4 TBD Health Open Enrollment 10AM	5 Holiday Luncheon @ 12p in Commission Room	6 Renew Blanket Bond with Teeple Insurance	7
8	9	10 TBD Oath of Office Swear-In for newly elected (if needed)	11 Bills Due by 12 Noon	12 Bills Approved	13	14
15	16	17 Checks Signed	18 TBD - Budget Meeting 9AM	19	20 Update Web Pages	21
22	23 Timesheets Submitted on Tsheets by 10AM Bills Due by 12 Noon	24 Timesheets Approved Christmas Eve	25 Christmas Closed	26 Bills Approved	27	28
29	30	31 Checks Signed Liability Checks PAYDAY	Jan 1 New Year's Day Closed	Jan 2	Jan 3	Jan 4
Jan 5						