

Recurring **Annual Items** for Completion:

Item:	Purpose:	Primary for completion:	Due to:	Due Date:
Village Caucus	nominate candidates for trustee	Administrator, post 5-day notice	GAB forms to Co Clerk	2nd Sat in Jan, annual
Candidacy Forms	Declaration of Candidacy & Campaign Registration Statemts,	Administrator	Sauk Co Clerk	right after Caucus
Financial Audit Preps (required by USDA RD loan)		Administrator/Dep Clerk assist	Wegner CPAs	begin preps by mid-Jan
Form GAB-192	Annual Elections Cost Rpt	Clerk/Administrator	GAB form to Co Clerk	End of Jan, annual
Form WT-7	yearly Payroll reconciliation	Administrator	WI DOR online	Before end Jan, annual
Forms W-2 (w/W-3)	Report payroll to IRS & WI DOR	Administrator	Vill employees, IRS & WI DOR via mail	Before end Jan, annual
Forms 1099-Misc (w/1096)	Report vendor paymts >\$600/yr;	Administrator to vendors, IRS & WI DOR via mail		Before end Jan, annual
Tobacco Retailers Report annual to UW		Dep Clerk	Synar UW Survey Ctr	Before end Jan, annual
Wastewater Forms 3400-052 & 3400-055		Administrator/DPW	WI DNR switchboard	Jan 31, annual
Annual Drinking Water Monitoring Schedule		Water Operator, Cc of sked to CT Labs	CT Labs to WI DNR	DNR provides to us, Jan
Prop Tax Exemptn Request (DOR Form PR-230)		Clerk/Dep Clerk, as rqd for new exemptns	To assessor	NLT end of Feb/annual
Taxation District Exemptn Summary Rpt (DOR Form PC-226)		Clerk/Dep Clerk	Form to DOR by Jul	Even yrs/bi-annual
Financial Audit (onsite, fieldwork; USDA RD loan)		Wegner CPAs/Administrator	Wegner CPAs	mid-Feb, annual
Election (Primaries)		Clerk & Deputy Clerk	Coord w/ Sauk Co	mid-Feb, annual
Summary of Work-Related Injuries & Illnesses		Administrator	Fm SBD-10710 to WI DSPS, Feb 28	annual
Annual Water Withdrawal Report to DNR		Merrimac Waterworks operator	WI DNR	Mar 1, annual
Annual Water Supply Cross Connection Survey Rpt		Merrimac Waterworks operator	WI DNR	Mar 1, annual
Cross Connection Control Performance Test (inspectns)		Terrytown Plbg (2 @ WWTP valve Rm)	WI DSPS	Mar 9, annual
Merrimac Community Festival parks fundraiser		Administrator leads MCF coordination	planner meetings	1 st Mtg in mid-March
			Monthly meetings until	festival date in Aug
Annual Wastewater Summary Report (WPDES)		DNR Permits Section sends draft	Operator review/signs	DNR NLT Mar 31
Fire Dues Self-Certification Forms (for 2% fire dues)		Administrator does online	WI DSPS	Mar 31, annual
Financial Rpt Form C	to calculate GTA-aid paymts	Natalie Rew/Wegner CPAs (audit)	WI DOR, DOT online	Mar 31, annual
PSC Report	reports waterworks data	Natalie Rew/Wegner CPAs (audit)	WI PSC, online	Mar 31, annual
Annual Activity Rpt	CDBG-Housing RLF Program	Deputy Clerk, online forms	WI DOA/DEHCR	mid-April, annual

Item:	Purpose:	Primary for completion:	Due to:	Due Date:
Election (spring elections)		Clerk & Deputy Clerk	Coord w/ Sauk Co	1 st Tue in April
Administer Oath of Office to new or re-elected officials		Administrator	At April Bd Mtg	2nd Tue in April
Liquor License renewal mailings (4 establishments)		Deputy Clerk/Clerk	Bars & Candy's	mail mid-April
CDBG Housing Revolving Loan Fund (RLF) Activity Report		Deputy Clerk	WI DOA, online	Apr 20, annual
RU Recycling Report	program costs & weights	Administrator does FM 4400-182	WI DNR-online	Apr 25, annual
Open Book	Review/contest RE taxes	Administrator w/ Appraiser & Bd	Open Meeting	NLT mid-May
Board of Review	Bd reviews contested tax	Administrator w/ Appraiser & BOR	Open Meeting	5-10 after Open Book
Full Appraisal Revaluation of properties in Village	(required every 10 years or less)	Gardiner Appraisal	WI DOR	2016-2017
Workers' Comp Audit	Payroll audit/insurance refund	Administrator, annual	United Heartland	mid-Late May
Wood Burn Site License renewal		Administrator	DNR, online	End of May, annual
Consumer Confidence Report, Merrimac Waterworks		Admin/Water Operator signs	WI DNR, online	Jun 30, annual
Taxation District Exempt. Summary Rpt (Form PC-226)		Administrator	WI DOR, online	Jun 30 bi-annl, even yr
CMAR	yearly summary report	Wastewater Operator	WI DNR, online	June, annual for prior yr
3% Water Rate Increase Application to PSC		Administrator, annual	PSC ERF filing	1 yr after last increase Last increase 7-26-17
Merrimac Community Festival	parks fundraiser	Administrator, annual	One-day festival	1 st Sat in Aug, yearly
Election (as needed)	Partisan Primary	Clerk & Deputy Clerk	Coord w/ Sauk Co	2nd Tue in Aug
Annual Dog Listing Rpt	Municipal summary per Statutes	Deputy Clerk	Sauk Co Clerk	Mid-Sep, annual
Waterworks Sanitary Survey	Ensure safe drinking water	Administrator w/operator	WI DNR-site visit	Sep 2015, 3-yr intervals
RU Recycling Grant Application	for next year's grant	Administrator (Switchboard-WAMs)	WI DNR	Sep 30, annual
Levy Limit Worksheet, Form SL-202M	Annual tax levy	Administrator/Treasurer	WI DOR-online	Oct 1, annual
Annual Budget	Project expenses & revenues	Administrator does via WorkHorse	Provide Prelim Budget inputs at Oct Bd Mtg.	
WISLR road/street PASER Ratings	pavement cond.	Administrator/DPW	WI DOT	mid-Oct. annual
Local Road Mileage Certification		Administrator/DPW	WI DOT	mid-Oct, bi-annual

Item:	Purpose:	Primary for completion:	Due to:	Due Date:
Close Park Bathrooms & Kitchen for the winter season; Pump/drain (3) Dry-Hydrants	DPW/Maintenance-Operator Prevent freeze damage	Maintenance/DPW	add RV antifreeze to lines #s 62, 66, & 73	by Oct 31, annual By 1 st Week Nov
Proposed next-year Budget Election	V.Bd must approve at a special Mtg, Congressional & President on 4 th yrs	Administrator Clerk & Deputy Clerk	V. Board to approve Budget annually Coord w/ Sauk Co	NLT mid-Nov 2nd Tue in Nov.
Prepare & place/hang Christmas decorations		Maintenance team & DPW	Nativity scene too	Late-Nov; before grd frz
Property Tax Levies & State Aid inputs to ALRS online		Treasurer/Admin	Sauk Co Treasurer	Last wk Nov; annual
Property tax bills	to collect Real Estate taxes	Administrator, via Sauk Co Treas	Mail to residents	Dec 10, annual
Statement of Taxes (SOT) online Form PA-632a		Administrator/Treasurer (via ALRS)	Sauk Co & WI DOR	mid-Dec ; annual
MIL Rate Worksheet	Administrator/Treasurer with	Sauk Co Treasurer	WI DOR	mid-Dec; annual

Recurring **Semi-Annual Items** for Completion:

Item:	Purpose:	Primary for completion:	Due to:	Due Date:
Inspect 9 Lift Stations	Remove FOG, check pumps	Administrator/DPW & WW Operator	N/A	Apr-May/Oct-Nov
Fill potholes	Street maintenance	Maintenance team & DPW	N/A	Spring & Fall
Open/Close Park bathrooms	Avoid frozen pipes	Maintenance team & DPW	N/A	Late April & 1 Nov
Prepare winter equipment for Snow removal		Maintenance team & DPW	N/A	Late-Oct into Nov
Prepare summer equipment for mowing		Maintenance team & DPW	N/A	March-April

Recurring **Quarterly Items** for Completion:

Item:	Purpose:	Primary for completion:	Due to:	Due Date:
Federal Form 941, Qtrly payroll tax reporting		Administrator	eftps.gov, online	10th of mo. after ea Qtr
State Tax & Wage Rpts—Qtrly online reporting		Administrator	unemployment.wisconsin.gov	mid-month after ea Qtr
Groundwater Monitoring Rpt		Deputy w/help of Operator	WI DNR, online	3 weeks into new Qtr

Recurring **Monthly Items** for Completion:

Item:	Purpose:	Primary for completion:	Due to:	Due Date:
UDC Building Permits (per 2015 ACT 211; WI	Submit electronic permit form DSPS website link is posted on	Administrator & resident Village website under municipal forms link)	WI DSPS UDC staff	* NLT 15th of first mo. after permit is issued
Std Journal Entries	WorkHorse accounting	Administrator	N/A	1 st week of month
Bank reconciliation	Bank statemts vs. WH "books"	Administrator	done via WorkHorse	by Fri prior to V Bd Mtg
Village Board Mtgs	Prep Agenda, financials, etc.	Administrator/Dep Clerk assist	Pkgs to Trustees, post agenda	on Fri prior to 2 nd Tue
EMOR (Electronic Monthly Operating Rpt)	Water pumped	Operator/Deputy Clerk assists	WI DNR online	by 10th of month
Payroll tax payments	made online to WI DOR & IRS	Administrator	IRS/eftps.gov and WI DOR	prior to 12th of month
MCF-Festival meetings	March-August	Administrator leads	coord-planning meetings	MCF is 1 st Sat in Aug
eCMAR (electronic Compliance Maintenance Annual Rpt)	Operator/Dep Clerk assists	WI DNR online	21st of month (for month prior)	
Draft Village Voice	Capture Bd meeting minutes	Administrator w/ Dep Clerk assist	Mailed with util bills	by 3rd wk of month
Meter Readings	Record water/sewer usage	Water Operator/Mtc Team	Deputy Clerk/Admin	by/around 24 th monthly
Monthly Utility Bills	Mail to about 270 customers	Deputy Clerk w/Administrator's assist	resident customers	last 2 days of month

*** NOTE:** If a municipality fails to submit the permit by the 15th of the month in the 1st month after the permit was issued, a refund of the amount paid for the building permit minus the state seal shall be given to the permit applicant.