

## **Section 8 – DATES TO REMEMBER**

### **Overview –**

Small governments as well as a few Counties, Special Districts and Constitutional Officers have statutory and program requirements to complete a wide variety of daily, monthly, quarterly and annual procedures and reports. Basically, we do it all.

There is a multitude of professional organizations to provide guidance along with State Statutes and Codes. A list of references and contact information will be provided at the end of this section.

We will provide a general outline of procedures and reports first by process and then by chronological order.

There are many different areas that are the responsibility of the “small government” Finance Officer such as Payroll, Accounts Payable, Cash Management and Investments, Fixed Assets, Project Management, Budget and Truth-in-Millage (TRIM), Insurance and Benefits, Personnel and Risk Management. In addition, some treasurers are also Town/City Clerks which adds additional reporting requirements.

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