

Old Town Township

Fiscal Year End Processing Calendar

Fiscal Year 2024 - 2025

1. Present Drafts of Town and Road Budgets February 17th
2. March Town and Road Expenses to Kimm March 13th
3. Kimm Complete March Meeting Materials March 15th
4. March Township Meeting March 17th
 - Review Budgets
 - Adopt Annual Township Meeting Agenda
5. John to publish separate Road and Town budget hearing notices
no later than: March 21st
6. John to Post/Publish Notice of Annual Township Meeting no later than: March 24th
7. Kimm to clear all outstanding liabilities April 1st
8. Kimm complete and send March Month End Reports April 2nd
Note: March Month End Reports include Fiscal Year End Reports
9. Brent & Vicki review and send corrections to Kimm April 4th
10. Corrected Reports Returned from Kimm April 5th
11. Annual Report Working Papers from Kimm April 5th
 - Payroll Report by Fiscal Year for Road, Town, OTT
 - Vendor Detail Report for Road and Town
 - Vendor Summary Report for Road and Town
12. Submit Financial Statement to Township Clerk April 6th
13. Submit Annual Town and Road Reports to Clerk April 7th
14. Annual Township Meeting (6:00 PM) April 8th
15. April Town and Road Expenses to Kimm April 17th
16. Kimm return April Meeting Materials April 19th
17. April Township Meeting April 21st
 - Approve budgets for the 2025-2026 Fiscal Year
18. File Approved Budgets and Revenue Source with County Clerk May 1st
19. Initiate CPA Audit of 20243 – 2025 Town and Road Finances by: May 1st

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| 20. Approve Annual Treasurer's Report for Fiscal Year 2024-2025 | August 18th |
| 21. John Publish Annual Treasurer's Report no later than: | September 1 st |
| 22. Brent File Annual Financial Report with State Comptroller's Office | September 1 st |
| 23. Brent File Annual Financial Report and Proof of Publication
with County Clerk no later than: | October 1 st |