***Annual Plan of Work Checklist***

Annual Plan of Work shall include the months of September 2023 to August 2024 *(template available on* [*https://www.tsswcb.texas.gov/swcds/swcd-resources*](https://www.tsswcb.texas.gov/swcds/swcd-resources)*)*

Annual Plan of Work shall be approved by your local SWCD Board of Directors through an action item during a monthly meeting

After Annual Plan of Work is approved, please include a cover sheet with SWCD Name, Number and a quorum of signatures from your SWCD Board of Directors (Coversheet Example Included with Template)

Submit to claims via email by September 1, 2023, using [claims@tsswcb.texas.gov](mailto:claims@tsswcb.texas.gov)

***\*\*Please contact your Field Representative with any questions\*\****

**Example #(Your district)**

**Annual Plan of Work**

**September 2023 – August 2024**

Accepted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by:

(Date)

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Chairman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice-Chairman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

*A quorum of signatures is required from SWCD Directors.*

*Example Annual Plan of Work*

SEPTEMBER

1. Take action on Director Election Procedures as needed
2. Set up rules/ send information letters to schools for Poster & Essay contest
3. Review plans to attend TSSWCB Annual State Meeting
4. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
5. Submit 4th Quarter Director Mileage Reports
6. Plan to attend fall Association meeting/tour
7. Complete IRS requirements as needed
8. Consider selecting Conservation Teacher and Friend of Conservation candidates for Area Awards Programs; Make appointments with the selected
9. Take photos for Farmer/Rancher/Wildlife entries
10. Sept 30th deadline for submitting regular and supplemental Matching Funds
11. Sept 30th deadline for submitting mileage and per diem claims
12. Sept 30th deadline for submitting regular and supplemental TA and TSP claims

# OCTOBER

1. SWCD director election (if necessary)
2. Election of officers for District Board
3. Approve Financial Statement Audit and submit to state office by October 31st
4. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
5. Discuss possible selections for Outstanding Conservation Awards program
6. Attend TSSWCB Annual Meeting
7. Complete IRS requirements as needed
8. Continue taking photos of Award nominees

# NOVEMBER

1. Review/Update newsletter mailing list
2. Make plans to attend TSSWCB Director/Employee Workshop (Temple)
3. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
4. November 1st- Supplemental payments for prior FY will be made
5. Submit TSSWCB Annual State Meeting Survey
6. Complete IRS requirements as needed
7. Begin putting together photos and narratives for Area Award entries

# DECEMBER

1. Discuss contacts for ‘new’ newsletter sponsors if needed
2. Recognize sponsors of the Annual TSSWCD Director’s Meeting
3. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
4. Submit 1st Quarter Director Mileage Reports
5. Submit DDM&PD Annual State Meeting travel forms as needed
6. Review January Newsletter DRAFT
7. Review updated budget. (September – November)
8. December 31st is the deadline for submitting completed reviews and audits
9. Complete IRS requirements as needed
10. Continue putting together Area Award Powerpoint Presentations

# JANUARY

1. Send Statements to newsletter sponsors for new calendar year
2. Judge Poster & Essay contest. (send Conservation Award entries to State Board)
3. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
4. Review ways to raise donations and contributions
5. Prepare SWCD Directors 1099 form
6. Prepare and submit W2 and W3 form
7. Complete IRS requirements as needed
8. Complete Area Awards Entries and submit by February 1
9. Consider/select Candidates for Farmer, Rancher, Wildlife Conservationists for next year’s Area Awards program; Determine if SWCD will be entered
10. Review/approve presentations for Outstanding Conservation Awards entrees [Summary sheet]

# FEBRUARY

1. Attend TSSWCB Director/Employee Workshop (Temple)
2. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
3. Elect delegates to Area State Board member election. Areas 1,3 and 5 in odd years and Areas 2 and 4 in even years
4. Complete IRS requirements as needed
5. Make appointments to meet with award nominees to take pictures on their places and to see if they have photos of their own that can be used in presentation.

MARCH

1. Submit 2nd Quarter Director Mileage Reports
2. Attend Soil and Water Conservation Day in Austin
3. Review legislation needs and correspond as needed
4. Discuss Soil and Water Stewardship plans (supplies, proclamations, etc)
5. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
6. Review April Newsletter draft
7. Review updated budget. (December-February)
8. Complete IRS requirements as needed
9. Continue gathering photos and information for Award winners.

# APRIL

1. Plan to attend the Regional Conservation Awards Program
2. Get County Judge(s) to sign Stewardship Proclamation
3. Sign Multi-Purpose Technical Assistance/TSP Reimbursement request
4. Complete IRS requirements as needed
5. Continue taking photos and gathering information on Award winners; Take photos of SWCD events

# MAY

1. Attend/report on the Area Conservation Awards Program/State Board Member election
2. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
3. Complete IRS requirements as needed

# JUNE

# Submit 3rd Quarter Director Mileage Reports

# Submit DDM&PD Travel form for Area Election, as needed. [voting delegate only]

# Submit picture/news article of Area Outstanding Conservation Awards winners

# Review Mutual Agreements and Cooperative Working Agreements

# Review USDA Civil Rights Compliance

# Send letters to counties requesting placement on next year budget for donations; include ‘contracts’

# Review updated budget. (March - May)

# Sign Multi Purpose Technical Assistance/TSP Reimbursement request

# 1st-3rd Quarter travel claims deadline July 1st

# Submit WQMP survey as requested

# Complete SWCD Election Procedures IF monthly SWCD meeting is held after July 15th

# Complete IRS requirements as needed

1. Continue taking photos of award winners. Continue taking photos of SWCD events and activities.

# JULY

1. Designate date, time & place for elections (after Sept. 30th before Oct. 16th)
2. Designate Director as presiding Election Judge
3. Designate a Director as the Chief Election Clerk
4. Designate a Director as authority responsible for preparing the election ballots; and set time and location for accepting declaration notices. (August 1st – 31st )
5. Approve ‘Notice to Eligible Voters”.
6. Post “Notice to Eligible Voters” in a prominent public place by July 15th
7. Prepare/Review resolutions to submit to ATSWCD for TSSWCB Annual Meeting
8. Review the next Fiscal Year budget. (approve at August Board Meeting)
9. Sign Multi-Purpose Technical Assistance/TSP Reimbursement request
10. Complete IRS requirements as needed
11. Take end of season photos, consider Teacher and Friend of Conservation nominees

# AUGUST

1. Plans for attending Annual TSSWCB Director’s Meeting
2. Review remaining dues to be paid
3. Approve ‘Notification Form’ for filing an Annual Financial Statement/ Audit Report
4. Review/Approve District annual Plan of Work (POW) for next fiscal year
5. Approve next Fiscal Year budget
6. August 31st is the deadline for submitting FY Conservation Activity Program (CAP)
7. Review/Approve SB503 District Cost Share List for next fiscal year
8. Sign Multi Purpose Technical Assistance/TSP Reimbursement request
9. SWCD Employee annual evaluation
10. Complete IRS requirements as needed
11. Continue taking photos and gathering information for Conservation Award winners.