

CALENDAR OF COMPLIANCE ISSUES

<p align="center">January</p> <p>Dept of Retirement monthly – 10th Open Period Expenditures-Jan. 20th W-2 Forms –31st Federal Tax Report (941) - 31st WA State - Excise Tax, L&I & Court, Unemployment reports – 31st Monthly Payroll Tax Deposit-31st ** 4th Quarter Revenue & Expenditure Reports to Legislative Body –31st</p>	<p align="center">February</p> <p>Dept of Retirement monthly -10th W-3 Form – 28th 1099 Forms – 28th Volunteer F.F.P.&R. – 28th Monthly Payroll Tax Deposit-28th ** Annual Request for Qualifications for Architects & Engineers (RCW 39.80) Single Audit Notification – 28th</p>	<p align="center">March</p> <p>Dept of Retirement monthly -10th End of 1st Fiscal Quarter – 31st Monthly Payroll Tax Deposit-31st ** Annual request for Solicitation to Vendors List & Small Works Roster USDA Annual Finance Report-30th Interlocal Agreement – Ongoing (post to web or send to county) ***</p>	<p align="center">April</p> <p>Dept of Retirement monthly – 10th OFM Annual Census – 30th Federal Tax Report (941)- 30th WA State - Excise Tax, L&I & Court, Unemployment reports – 31st Monthly Payroll Tax Deposit-30th ** 1st Quarter Revenue & Expenditure Reports to Legislative Body –30th</p>
<p align="center">May</p> <p>Dept of Retirement monthly -10th Annual Financial Report – 30th Annual Street Report – 30th Monthly Payroll Tax Deposit-30th **</p>	<p align="center">June</p> <p>Dept of Retirement monthly –10th Monthly Payroll Tax Deposit-30th ** End of 2nd Fiscal Quarter – 30th Public Hearing and adoption of 6 Yr Transportation Improvement Program before July 1st (June 30th or earlier)</p>	<p align="center">July</p> <p>Six Year TIP due to D.O.T. – 1st Dept of Retirement monthly -10th Federal Tax Report (941) - 31st WA State - Excise Tax, L&I & Court, Unemployment reports – 31st Monthly Payroll Tax Deposit-31st ** 2nd Quarter Revenue & Expenditure Reports to Legislative Body –31st</p>	<p align="center">August</p> <p>Dept of Retirement monthly –10th Monthly Payroll Tax Deposit-31st ** Capital Facilities Plan Update (prior to budget process) Start on Budget Process – call letter</p>
<p align="center">September</p> <p>Began Budget Process – 2nd Monday Dept of Retirement monthly -10th *CTED GO Debt On-line Survey 16th Monthly Payroll Tax Deposit-30th ** End of 3rd Fiscal Quarter – 30th</p>	<p align="center">October</p> <p>Preliminary Budget to Mayor-1st Mon. Dept of Retirement monthly –10th Public Hearing-Property Tax for forthcoming budget year – end of mo Federal Tax Report (941) - 31st WA State – Quarterly reports – 31st Monthly Payroll Tax Deposit-31st ** 3rd Quarter Revenue & Expenditure Reports to Legislative Body –31st</p>	<p align="center">November</p> <p>Dept of Retirement monthly –10th Adopt Property Tax – 30th 1st Budget Hearing – 1st – 30th Final Budget Hearing- 15th-30th (optional) Monthly Payroll Tax Deposit-30th ** Police Contracts-CTED notice– 30th</p>	<p align="center">December</p> <p>Final Budget Hearing – 1st Monday Adopt Budget Ordinance – by 31st Dept of Retirement monthly -10th Monthly Payroll Tax Deposit-30th ** End of 4th Fiscal Quarter – 31st</p>

* RCW39.44.200 & 39.44.210 (Debt Survey) ***RCW39.34.040 must either file with county auditor or post to city website.

** Payroll Tax deposits will vary depending upon the number of employees and size of the payroll. Refer to the Federal Employers Tax Guide, Circular “E” for a complete explanation of mandatory payroll tax deposit due dates.