Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 WSCC CLOSED New Years Day	2
3	4 Have your Composite Rates changed? If so, send in the updated forms to WSCC.	5 Contact WSCC with changes to Staff or Board.	6	7	8	9
10	11 **Mid-Year Activity Reports DUE to WSCC.**	12	13	14 Have you vouchered your grants	15 941 Deposit	16
17	18 Martin Luther King Jr. Day **WSCC CLOSED**	19	20 WSCC Work Session Lacey, WA	21 WSCC Business Meeting Lacey, WA	22	23
24 / 31	25	26	27	28	29 W-2 Reports Due to employees.	30

Effective January 1st, the mileage rate is $.50

2010 Supervisor Election to be held during January - March

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2010

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4 Contact WSCC with changes to Board or Staff	5	6
7	8	9	10	11	12	13
14 	15 WSCC CLOSED 941 Deposit 	16	17 Have you vouchered your grants?	18	19	20
21	22	23	24	25	26 W-3 & Copy A of W-2 to SSA 1099 to IRS.	27
28	1	2	3	4	5	6

Following Elections, update your Grant Authorized Signature forms that are on file with WSCC.

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21/28	22	23	24	25	26	27

March 2010

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1 Contact WSCC with changes to Board or Staff	2	3	4	5	6
7	8	9	10	11	12 Have you vouchered your grants?	13
14 Daylight Saving Time begins 	15 941 Deposit	16	17 WSCC Special Meeting Pasco, WA	18 WSCC Business Meeting Pasco, WA	19	20 First day of Spring
21	22	23	24	25	26	27
28	29	30 	31 Appointed Supervisor Recommendation Due to WSCC. Last day to conduct Supervisor Elections	1 April Fools Day!	2	3

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31 Appointed Supervisor Recommendation Due to WSCC. Last day to conduct Supervisor Elections	1 April Fools Day! 	2 Contact WSCC with changes to Board or Staff	3
4 	**Have you updated your Authorized Signature Form?**		7	8	9 Have you vouchered your grants?	10
11	12	13	14	15 941 Deposit TAX DAY	16	17
18	19	20	21 Happy Administrative Professionals Day	22	23 	24
25	26	27	28	29	30 Annual Plans of Work and Internal Audits Due	1

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010

June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30 Annual Plans of Work and Internal Audits Due	1
2	3 Contact WSCC with changes to Board or Staff	4	5 	6	7	8
9 	10 Have you vouchered your grants?	11	12	13	14 941 Deposit	15
16	17	18 WSCC Special Meeting Pullman, WA	19 WSCC Planning Meeting Pullman, WA	20 WSCC Business Meeting Pullman, WA	21	22
23	24	25	26	27	28 Annual Financial due to State Auditor (150 days from January 1)	29
30	31 WSCC CLOSED MEMORIAL DAY 	1	2	3	4	5

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2010

July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Contact WSCC with changes to Board or Staff	2	3	4	5
6	7	8	9	10 Have you vouchered your grants?	11	12
13	14 **WADE Conference - Sleeping Lady, Leavenworth, Washington**	15 941 Deposit	16	17	18	19
20 Happy Fathers Day! 	21 Summer Begins! 	22	23 	24	25	26
27	28	29	30 LAST DAY OF FISCAL YEAR '10	1 First day of Fiscal Year '11	2	3

Close-outs, Vouchers and Final Activity Reports DUE July 30th

June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2010

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1 **First day of Fiscal Year '11**	2 Contact WSCC with changes to Board or staff	3
4 	5 WSCC CLOSED Independence Day	6	7	8	9 Have you vouchered your grants?	10
11	12 Annual Report of Accomplishments **DUE** September 3rd.	13	14 WSCC Special Meeting Spokane, WA	15 941 Deposit WSCC Business Meeting Spokane, WA	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 **CLOSE-OUTS, VOUCHERS AND FINAL ACTIVITY REPORTS DUE**	31

DON'T FORGET… CLOSE-OUTS, VOUCHERS AND FINAL ACTIVITY REPORTS DUE JULY 30TH.

Important DATE!

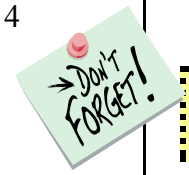
July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30 **CLOSE-OUTS, VOUCHERS AND FINAL ACTIVITY REPORTS DUE**	31
1	2 Contact WSCC with changes to Board or Staff	3	4 	5 **Annual Report of Accomplishments DUE September 3rd.**	6	7
8	9 Have you vouchered your grants?	10	11	12	13 941 Deposit	14
15	16	17	18	19	20	21
22	23	24	25	26	27 	28
29	30	31	1	2	3 Annual Report of Accomplishments DUE	4

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 Contact WSCC with changes to Board or Staff	2	3 **Annual Report of Accomplishments DUE**	4
5	6 WSCC CLOSED LABOR DAY	7	8	9	10 Have you vouchered your grants?	11
12	13	14 941 Deposit	15 WSCC Special Meeting Long Beach, WA	16 WSCC Business Meeting Long Beach, WA	17	18
19	20	21	22	23 First day of Fall Fall	24	25
26	27	28	29	30	1	2

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1 Contact WSCC with changes to Board or Staff	2
3	4	5	6	7	8 Have you vouchered your grants?	9
10	11 Columbus Day 	12	13	14	15 941 Deposit	16 National Boss Day
17	18	19	20	21	22	23
24 31 	25	26	27	28	29	30

2010 Election Dates to be set in the last quarter of this year.

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

November 2010

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10 Have you vouchered your grants?	11 WSCC CLOSED Veterans Day	12	13
14	15 941 Deposit	16	17	18	19	20
21	22	23	24	25 WSCC CLOSED	26	27
28	29	30	1	2	3	4

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6 Contact WSCC with changes to Board or Staff	7	8	9	10 Have you vouchered your grants?	11
12	13	14	15 941 Deposit	16	17	18
19	20	21 First day of 	22	23	24 WSCC Closed Christmas 	25
26	27	28	29	30 Form 1: Notice of Election Resolution due to WSCC	31 WSCC Closed 	1

WACD Annual Meeting
Cle Elum, Washington

WSCC Meeting

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2011

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30 Form 1: Notice of Election Resolution due to WSCC	31 WSCC CLOSED 	1
2	3 Contact WSCC with changes to Board or Staff	4	5	6	7	8
9	10 **Mid-Year Activity Reports DUE to WSCC**	11 Have you vouchered your grants?	12	13	14 941 Deposit	15
16	17 Martin Luther King Jr. day WSCC CLOSED	18	19	20	21	22
23	24	25	26	27	28 W-2 Reports Due to employees. 	29
30	31	1	2	3	4	5

2011 Supervisor Election to be held during January - March