



# Calendar and Checklist of Annual Responsibilities for Illinois Fire Protection Districts

ITEM/EVENT	<i>(References are to Illinois Compiled Statutes [ILCS] except as noted.)</i>	DUE DATE	PERSON(S) RESPONSIBLE	DATE ACCOMPLISHED
1.	File Certificate of exempt property with County Supervisor of Assessments for District owned real estate (35 ILCS 200/15-10)	Jan. 31		
2.	Post notice of regularly scheduled meetings of board, send a copy to any news media which have filed a request (5 ILCS 120/2.02)	January		
3.	Perform semiannual review of all Minutes of Closed Sessions which have not been opened to the public to determine if some or all of those minutes may be opened for inspection (5 ILCS 120/2.06)	January		
4.	Designate Freedom of Information/Open Meetings Act officer and submit name to Public Access Counselor	January		
5.	Revise and post updated FOIA Policies under PA 96-542	January		
6.	Post report of injuries for prior year. (Title 56, Section 350.250 Ill. Adm. Code)	Feb. 1		
7.	File names of persons required to file Economic Interest Statements with Secretary of State and County Clerk (5 ILCS 420/4A-106)	Feb. 1		
8.	Submit names for appointment or reappointment as Appointed Trustee (70 ILCS 705/4)	March		
9.	Appointed Trustee(s) to be reappointed by appointing authority (70 ILCS 705/4) (Not applicable to elected boards.)	2nd Mon April (April 12, 2010)		
10.	File statements of Economic Interest with County Clerk (5 ILCS 420/4A-105)	May 1		
11.	Newly appointed and reappointed trustees take office (70 ILCS 705/4)	1st Mon. May (May 3, 2010)		
12.	Reorganize Board of Trustees following appointment of trustee(s) and elect officers (70 ILCS 705/6)	1st Mtg. After Taking Office		
13.	Implement Red Flag Identity Theft Policy (If applicable)	June 1		
14.	If applicable, appoint Fire Commissioner(s) (70 ILCS 705/16.02)	Prior to 1st Mon. in June		
15.	Designated FOIA/OMA Officer to complete mandatory training through Attorney General's Office	June 30		
16.	Prepare Annual Budget and Appropriation Ordinance (50 ILCS 330/1-330/5)	1st Qtr Fiscal Year		
	A. Gather data on actual expenditures and revenues for prior year			
	B. Prepare Tentative Budget and Appropriation Ordinance			
	C. Post Tentative Budget and Appropriation Ordinance for <u>30 days prior to adoption</u> of final Budget and Appropriation Ordinance			
	D. <u>Publish</u> notice of posting of Tentative Budget and of public hearing on Budget 30 Days prior to hearing			
	E. <u>Hold public hearing</u> on Budget			

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F.	Adopt Final Budget and Appropriation Ordinance (include estimate of revenues)	Completed by end of 1st Qtr. of Fiscal Year		
G.	Publish Budget and Appropriation Ordinance (70 ILCS 705/7)	Within 30 days of adoption		
H.	File Budget and Appropriation Ordinance with County Clerk (35 ILCS 205/162)	Within 30 days of adoption		
17.	Adopt Prevailing Wage Ordinance/Publish Notice of Determination/File with Department of Labor and Secretary of State (820 ILCS 130/1)	June		
18.	Perform semiannual review of all Minutes of Closed Sessions which have not been opened to the public to determine if some or all of those minutes may be opened for inspection (5 ILCS 120/2.06)	July		
19.	Adopt Annual Tax Levy Ordinance (70 ILCS 705/14)			
A.	Hold Truth in Tax Hearing if required/publish special notice (35 ILCS 200/18-55)	At least 7/ not more than 14 days before hearing		
B.	Comply with Property Tax Limitation Law (Tax Caps), if applicable (35 ILCS 200/18-185)			
C.	File Annual Tax Levy Ordinance/Certificate of Needs and Certification of Truth in Tax compliance (35 ILCS 200/18-15)	Prior to last Tues. in Dec.		
20.	Prepare annual Treasurer's Statement of Receipts and Disbursements (30 ILCS 15/1)	Within 6 mos. of end of fiscal yr.		
A.	File with County Clerk			
B.	Publish and file certificate of publication with County Clerk			
21.	Prepare annual report to Illinois Comptroller and file with Comptroller and County Clerk (50 ILCS 310/1)	Within 6 mos. of end of fiscal yr.		
22.	File Annual Comptroller's Report with County Clerk to satisfy Fiscal Responsibility Report Card Act (35 ILCS 200/30-1)	Within 6 mos. of end of fiscal yr.		
23.	If required (over \$850,000 annual revenues), have annual audit performed by Certified Public Accountant (50 ILCS 310/2) (70 ILCS 705/6.1)	Within 6 mos. of end of fiscal yr.		
A.	File with County Clerk			
B.	File with Illinois Comptroller			
24.	Review all insurance coverages; verify limits; verify premises, vehicle and equipment coverage and amounts	Prior to annual renewal date		
25.	Review tape recordings of all closed session of the Board of Trustees and dispose of 18 months after closed session minutes have been approved	Every 18 months		
26.	Contact local school district regarding Safety Drills	Sept. 1		
27.	Filing deadline for petition for annexation referendum for November 2010 Election	Aug. 16		
28.	Deadline to adopt Resolution for referendum proposition for November 2010 Election	Aug. 30		
29.	Deadline for Certification of Public Question for referendum at November 2010 Election	Sept. 20		

NOTE: The foregoing listing is intended to identify some of the legal requirements which fire protection districts are generally required to meet each year, however, it is not wholly inclusive and most fire protection districts will have additional requirements not listed above which they must meet. Districts should always consult with their legal counsel regarding such other requirements.