



2008 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.	Last day to adopt resolution to place matter on 2/5/08 primary election ballot	12/3/07		
2.	Last day to certify public question to County Clerk for referendum at 2/5/08 primary election	12/6/07		
3.	File Certificate of exempt property with County Supervisor of Assessments for District owned real estate (35 ILCS 200/15-10)	1/31/08		
4.	Post notice of regularly scheduled meetings of board, send copy to any news media which have filed a request (5 ILCS 120/2.02)	Jan.		
5.	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)	Jan.		
6.	Post report of injuries for prior year. (Title 56, Section 350.250 Ill. Adm. Code)	2/01/08		
7.	File names of persons required to file Economic Interest Statements with Secretary of State and County Clerk (5 ILCS 420/4A-106)	2/01/08		
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 Monday in April April 7, 08		
10.	File statements of Economic Interest with County Clerk (5 ILCS 420/4A-105)	5/01/08		
11.	Newly appointed and reappointed trustees take office (70 ILCS 705/4)	1st Mon. May		
12.	Reorganize Board of Trustees following appointment or election of trustee(s) and elect officers (70 ILCS 705/6)	1st Meeting After taking office		
13.	If applicable, appoint Fire Commissioner(s) (70 ILCS 705/16.02)	Prior to 1st Mon June		
14.	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 30 days prior to adoption of final Budget and Appropriation Ordinance			
D.	Publish notice of posting of Tentative Budget and of public hearing on Budget 30 Days prior to hearing			

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E. Hold public hearing on Budget			
E Adopt Final Budget and Appropriation Ordinance (include estimate of revenues)	Complete by End of 1st Qtr 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		
15. Adopt Prevailing Wage Ordinance/Publish Notice of Determination/File with Department of Labor and Secretary of State (820 ILCS 130/1)	June		
16. 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		
17. Last day to adopt resolution to place matter on 11/4/08 general election ballot	9/02/08		
18. Last day to certify public question to County Clerk for referendum at 11/4/08 general election	9/04/08		
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 December		
20. Prepare annual Treasurer's Statement of Receipts and Disbursements (30 ILCS 15/1)	Within 6 mos of End of Fiscal Year		
A. File with County Clerk			
B. File with County Treasurer			
C. 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 Year		
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 Year		
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 Year		
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	9/01/08		

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 confer with their legal counsel in meeting the particular annual legal requirements applicable to them