

JANUARY 2020

SUN	MON	TUE	WED	THUR	FRI	SAT
			*★ 1 New Year's Day MAT Office Closed	2	3	4
5	*6	7	8	MAT Office St Michael 9 NEW CLERK TRAINING	*10	11
12	13	*14	15	*16	17	18
19	★ 20 Martin Luther King Day MAT Office Closed	21	22	MAT Office St Michael 23 CLERK/TREASURER TRAINING	*24	25
26	27 Holocaust Remembrance Day	28	*29	MAT Office St Michael 30 CLERK/TREASURER TRAINING	*31	

DECEMBER 2019

SU	M	T	W	TH	F	S
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				

FEBRUARY 2020

SU	M	T	W	TH	F	S
						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

★ LEGAL HOLIDAY. No public business can be done except by necessity. MS § 645.44, subd. 5.

When an application, payment...or other document is to be delivered to or filed with a department, agency...of this state... on or before a prescribed date...{which} falls on a Saturday, Sunday or legal holiday, it is timely... if it is delivered or filed on the next succeeding day which is not a Sat., Sun. or legal holiday. MS § 645.151.

* Day

Responsibilities

January 2020

1	<ul style="list-style-type: none"> • MATIT Work Comp policy premium renewal payment deadline • If town has March elections and conducts mail balloting for March elections, a notice of election and special mail procedures must be given at least 10 weeks prior to March elections. MS § 204B.45, subd. 2.
Dec 31- Jan 14	<p>First day for candidates for town offices to file affidavits of candidacy with town clerk. (No more than 70 nor less than 56 days before election) MS § 205.13, subd. 1a.</p>
6	<p>For towns that had November elections: Term begins for newly elected, or re-elected officers (first Monday in January). Oath of Office must be filed with town clerk before new officers begin serving. MS §§ 367.03, subd. 4; and 367.25, subd. 1</p>
10	<ul style="list-style-type: none"> • Last day to disseminate information to the public about the use of a voting machine if being used for the first time (60 days prior) MS § 206.58, subd. 1. • Last day to send absentee ballot application to persons who applied to automatically receive one—60 days prior to election. MR 8210.0200.
14	<ul style="list-style-type: none"> • Deadline for county auditor to report final tax levies to Department of Revenue. MS § 275.07, subd. 4b. • Start preparing your township election ballots. MS §§ 204B.35; 204B.36; 204D.04; 205.17; MR 8250.0385. • Last day for candidate filing for March election, required hours on last day of 1-5 pm. MS § 205.13, subd 1a.
16	<ul style="list-style-type: none"> • Last day for a candidate to withdraw from a town election (until 5:00 pm). MS § 205.13. • Vote by mail or in person for Presidential Primary January 17-March 2 (no more than 46 days, nor later than 14 days prior) MS § 204B.45. subd. 2.
24	<ul style="list-style-type: none"> • First day to mail ballot to mail ballot precincts (no more than 46 days, nor later than 14 days prior to the Township election). MS § 204B.45, subd. 2. • Master list of registered voters available from county auditors MS § 201.091, subd 2.
29	<p>Must provide instructions for voters on a new electronic voting system that will be used for the first time, including demonstration in a public place. (6 weeks prior) MS § 206.58, subd. 1.</p>
31	<ul style="list-style-type: none"> • Deadline for mailing federal and state payroll reports for the Fourth Quarter. Last day to give W-2's to employees and 1099's to independent contractors. • Last day to file all previous year-end State and Federal Withholding Tax Reports with copies of W-2 to IRS and State (last working day of month). • MATIT Work Comp Audit Deadline to avoid penalty. • MN Unemployment Quarterly Report due. • Board of Appeal & Equalization: In order to meet the requirement for the local boards of appeal meeting, at least one member must be certified through training. Each year thereafter, the certification and quorum requirements must be met. MS § 274.014, subd 2.
REMINDERS	<ul style="list-style-type: none"> • MAT Scholarship applications have been mailed to all schools mid-December 2019. Deadline is May 1 each year (open to juniors). • Agenda item for County Township meetings—plan, as a unit, or individuals, to visit the State Capitol for a legislative Lobby Day. • Begin preparation of State Auditor's town financial reporting form. (Due March 31) MS § 6.74. • All officers are invited to attend and inform your newly elected officers of the upcoming Spring Short Courses. See details in Winter issue of <i>Township Insider</i>. • If your township has 400+ registered voters and a website, campaign financial reports must be posted within 30 days of receipt and kept on website for 4 years with a link to Minnesota Campaign Finance and Public Disclosure Board. MS § 211A.02, subd. 6. • The annual board of audit can be held after close of the fiscal year (Dec 31) to audit and settle changes against the towns. MS § 366.20.