



# OCTOBER 2021

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<b>SEPTEMBER 2021</b> <table border="1"> <tr><td>SUN</td><td>MON</td><td>TUE</td><td>WED</td><td>THUR</td><td>FRI</td><td>SAT</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>		SUN	MON	TUE	WED	THUR	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			<b>NOVEMBER 2021</b> <table border="1"> <tr><td>SUN</td><td>MON</td><td>TUE</td><td>WED</td><td>THUR</td><td>FRI</td><td>SAT</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>		SUN	MON	TUE	WED	THUR	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							* 1	* 2
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* 31 Halloween			 <b>LEGAL HOLIDAY.</b> No public business can be done except by necessity. MS § 645.44, subd. 5.  <i>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.</i>																																																																																								

## \*Day Responsibilities

October 2021

<b>1</b>	Police & fire aids paid by the Department of Revenue to qualifying local units of government. MS § 69.031.
<b>2</b>	County auditor to withhold distribution of tax increment if State Auditor has not received annual TIF reports.
<b>8</b>	County auditor reports proposed levies certified by local government to the Department of Revenue. MS § 275.07, subd. 4.
<b>8</b>	<b>For towns that have November elections:</b> Last day to appoint Election Judges (25 days before election). MS § 204B.21, subd. 2. Head judge or other designate must serve at polls during entire poll hours.
<b>11</b>	Legal Holiday <b>unless</b> board has voted to not observe. MS § 645.44, subd 5.
<b>12</b>	<b>For towns that have November elections:</b> Last day to preregister for November 2 Township Election. Closes at 5:00 pm (21 days before election). MS § 201.061, subd. 1.
<b>15</b>	Last day for towns to certify unpaid service charges to the County Auditor for collection with property taxes in the next tax payable year. MS § 366.012.
<b>19</b>	<b>For towns that have November elections:</b> <ul style="list-style-type: none"><li>• Last day to <b>publish</b> first of two notices of election in 7-county metro, optional for non-metro townships; include date of Board of Canvass (2 weeks before election). MS § 205.16</li><li>• First day to do public accuracy test of optical scan voting equipment (14 days before election). MS § 206.83.</li><li>• Last day to mail ballots to registered voters in mail precincts (not more than 46 days, nor later than 14 days prior to election). MR 8210.3000, subp. 4.</li><li>• Last day to <b>post</b> sample ballot in the clerk's office (also post in polling places on election day). Metro townships must publish. MS § 205.16, subd. 2 &amp; 3.</li></ul>
<b>22</b>	<b>For towns that have November elections:</b> <ul style="list-style-type: none"><li>• Last day to <b>post</b> notice of election (10 days before election). MS § 205.16, subd. 1.</li><li>• Last day for an election judge to submit written notice of service voluntarily without pay (no later than 10 days prior). MS § 204B.31, subd. 2.</li></ul>
<b>26</b>	<b>For towns that have November elections:</b> <ul style="list-style-type: none"><li>• Last day to <b>publish</b> second of two notices of election in 7-county metro area; optional in non-metro townships. MS § 205.16.</li><li>• Final corrected voter registration master list must be available (7 days prior). MS § 201.091, s2.</li><li>• First day for agent delivery of an absentee ballot to a voter in a health care facility (during 7 days prior and until 3:00 pm election day). MS § 203B.11, subd. 4.</li></ul>
<b>29</b>	<b>For towns that have November elections:</b> Last day for towns to pick up election supplies from auditors. MS § 204B.28, subd. 2.
<b>30</b>	<b>For towns that have November elections:</b> If town administers absentee voting, clerk's office open from 10am-3pm. MS § 203B.085.
<b>31</b>	<ul style="list-style-type: none"><li>• Deadline for mailing Federal and State Payroll Reporting forms for 3rd quarter.</li><li>• MN Unemployment Quarterly Report due.</li></ul>