

PAMDWCA MANDATED RESPONSIBILITIES

7/21/21 Month	Day	Responsible Person	Description	Authority
1	X	President	present review of Operations Policy	Board resolution
1	31	Bookkeeper/Treasurer	send 1099s to contractors/consultants	1099-MISC Instructions
1	31	Bookkeeper/Treasurer	send W-2's to employees	W-2 Instructions
1	31	Bookkeeper/Treasurer	quarterly 941 payroll report	941 Instructions
1	31	Bookkeeper/Treasurer	quarterly SUTA payroll report	NM Dept of Labor Instructions
1	X	Treasurer	compare P & L to budget, confirm solvency	Bylaws VII(4)
3	X	Treasurer	report accumulation of excess funds	Bylaws VII(7)
3	X	Board	distribute excess funds if necessary	Bylaws VII(7)
4	1	Secretary	notify Silver City of number of connections	JPA B(4) (SC Finance Director)
4	30	Bookkeeper/Treasurer	quarterly 941 payroll report	941 Instructions
4	30	Bookkeeper/Treasurer	quarterly SUTA payroll report	NM Dept of Labor Instructions
5	15	Treasurer	send annual report to PRC	NMSA 3-29-17.4
5	15	Treasurer	send 990EZ to IRS	990 & 990EZ Instructions
5	15	Secretary	member accountability report	NMSA 3-29-17.5(H)
6	10	CWO	submit HAA5 sample	NMED
6	10	CWO	submit Pb, Cu and asbestos? Samples	NMED
7	1	Bookkeeper	mail Consumer Confidence Report to members	Fed Reg Title 40 141 (O)
7	1	Bookkeeper	triennially, send Lead and Copper samples to NMED	Fed Reg Title 40 141 (I)
7	1	Secretary	notify Silver City of number of connections	JPA B(4) (SC Finance Director)
7	X	Treasurer	compare P & L to budget, confirm solvency	Bylaws VII(4)
7	31	Bookkeeper/Treasurer	quarterly 941 payroll report	941 Instructions
7	31	Bookkeeper/Treasurer	quarterly SUTA payroll report	NM Dept of Labor Instructions
8	1	Bookkeeper	pay water acquisition fee	JPA B(6)
8	10	CWO	submit TTHM sample	NMED
9	1	President	provide notice of annual meeting	Bylaws IV
9	X	Board	choose officers	Bylaws VII(4)
9	X	Board	prepare and approve open meeting resolution	NMSA 10-15-1 (D)
9	30	Webmaster	archive website, present to Bookkeeper for filing	Board resolution
10	1	President	maintain registered agent	NMSA 3-29-17.1
10	31	Bookkeeper/Treasurer	quarterly 941 payroll report	941 Instructions
10	31	Bookkeeper/Treasurer	quarterly SUTA payroll report	NM Dept of Labor Instructions
11	X	Treasurer	compare P & L to budget, confirm solvency	Bylaws VII(4)
11	X	Treasurer	propose budget and rates for next year	NMSA 3-29-1 (C)
11	X	Board	adopt rates and budget for next year	NMSA 3-29-12 (C)
12	31	Bookkeeper	refund certain Security Deposits	Operations Policy