

## 2016 Weekly Calendar

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Dec 2015</b>	27	28	29	30	31	1	2
<b>Jan 2016</b>	3	4	5 2015 Tax documents to Accountant	6	7	8	9
	10 Well meter reading to OSE	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25 Gross receipts  June-December 2015 Water conservation fee	26	27	28	29 2015 4 <sup>th</sup> quarter financial reports to DFA-LGD	30
	31	1	2	3	4	5	6
<b>Feb 2016</b>	7	8	9	10 Well meter reading to OSE  Monthly board meeting	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25 Gross receipts	26	27
	28	29	1	2	3	4	5
<b>Mar 2016</b>	6	7	8	9 Monthly board meeting	10 Well meter reading to OSE	11	12

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	13	14	15	16	17	18	19
	20	21	22	23	24	25 Gross receipts	26
	27	28	29	30	31	1 NMED RIP loan	2
Apr 2016	3	4	5	6	7	8	9
	10 Well meter reading to OSE	11	12	13 Monthly board meeting	14	15	16
	17	18	19	20	21	22	23
	24	25 Gross receipts	26	27	28	29	30 2016 1 <sup>st</sup> quarter financial reports to DGA-LGD
May 2016	1	2	3	4	5	6	7
	8	9	10 Well meter reading to OSE	11 Monthly board meeting	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25 Gross receipts	26	27	28
	29	30	31 2015 Agreed upon procedures to OSA	1 Lead & Copper testing starts	2	3	4
Jun 2016	5	6	7	8 Monthly board meeting	9	10 Well meter reading to OSE	11

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	12	13	14	15 2015 Consumer Confidence Report to NMED-DWB for approval	16	17	18
	19	20	21	22	23	24	25 Gross receipts
	26	27	28	29	30	1	2
Jul 2016	3	4	5	6	7	8	9
	10 Well meter reading to OSE	11	12	13 Annual membership meeting  Approval of Open Meetings Act Resoultion	14	15	16
	17	18	19	20	21	22	23
	24	25 Gross receipts  January-June 2016 Water Conservation fee	26	27	28	29	30
	31 2016 2 <sup>nd</sup> quarter financial reports to DGA-LGD	1	2	3	4	5	6
Aug 2016	7	8	9	10 Well meter reading to OSE  Monthly board meeting	11	12	13
	14	15	16	17	18	19	20

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	21	22	23	24	25 Gross receipts	26	27
	28	29	30	31	1	2	3
Sep 2016	4	5	6	7	8	9	10 Well meter reading to OSE
	11	12	13	14 Monthly board meeting	15	16	17
	18	19	20	21	22	23	24
	25 Gross receipts	26	27	28	29	30 Lead & Copper testing ends	1 2015 CCR Certification Form to NMED-DWB
Oct 2016	2	3	4	5	6	7	8
	9	10 Well meter reading to OSE	11	12 Prepare 2017 budget  Monthly board meeting	13	14	15
	16	17	18	19	20	21	22
	23	24	25 Gross receipts	26	27	28	29
	30	31 2016 3 <sup>rd</sup> quarter financial reports to DGA-LGD	1	2	3	4	5
Nov 2016	6	7	8	9 2017 Budget & Budget Resolution board approval  Monthly board meeting	10 Well meter reading to OSE	11	12

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	13	14	15	16	17	18	19
	20	21	22	23	24	25 Gross receipts	26
	27	28	29	30 2017 Budget & Resolution to DFA- LGD for approval	1	2	3
Dec 2016	4	5	6	7	8	9	10 Well meter reading to OSE
	11	12	13	14	15 2016 AUP forms and contract to OSA	16	17
	18	19	20	21	22	23	24
	25 Gross receipts	26	27	28	29	30 Update Capital Asset Listing (Inventory)	31

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- ▶ For more sizes, layouts (Weekly, Daily, Schedule, Agenda, and Gantt) and [colors](#) download WinCalendar.
- ▶ You can also import calendar data from [Google](#), [Yahoo](#), [Outlook](#) and [iCal](#) onto created calendars.
- ▶ WinCalendar is also an integrated and free Windows, Word & Excel pop-up calendar & date picker that supports storing of daily appointments that display on created calendars.