

City of Hilshire Village Annual Calendar

	Budget	Audit	Treasurer	Grants & Investments	Council	Ordinances, Resolutions, Proclamations	Election	Special Reporting	Infrastructure	Employees & HR	Holidays	Building Maintenance	
October	New Fiscal Year new water, sewer, garbage rates take effect			Q4 Investment & Accounting Report				Qtrly TWC, Fed 941 Report					
Q1 November			Village Memorial Insurance Group: Recommended Insurance Carriers	Grant Search		Nominate HCAD Board of Directors (2) year term				Insurance Enrollment	Thanksgiving, Black Friday		
December	End of Calendar Year	Audit Prep		Outstanding Loans Status	1-year contract renewal with Houston Community Newspaper		Order of Election			Prepare W-2's	Remaining PTO payout	Christmas Eve, Christmas Day	Present next year's holiday schedule
January	Taxes, 1099's			Q1 Investment & Accounting Report	SVVPD: Racial Profiling Report		Receive Applications	Qtrly TWC, Fed 941 Report		Set up new payroll deductions	Q1 mileage, cell phone reimburse	New Year's Eve, New Year's Day	Fire Alarm Testing
Q2 February		Audit Auditor (3) Year Contract (2021-2023)		Review, Present Investment Policy	Engineer: TCEQ MS4 Permit and Annual Report Update	Investment Policy Resolution	Cancel election if all positions are unopposed		Ditch Assessments				
March				Grant Search		HVCC Spring Event Proclamation (Pine Chase Grove)	Order Election Supplies	State Energy Conservation Office (SECO) Annual Report	Street Light Audit			Windows, power wash, roof sweeping, parking lot striping if needed	
April	City of Houston water rate increase	Presentation of Audit to Council		Q2 Investment & Accounting Report		HVCC End of School Year Event Proclamation (Pine Chase Grove)	Appoint Election Judge, Poll Workers, Signature Verification Committee, Ballot Counters	Qtrly TWC, Fed 941 Report		Q2 mileage, cell phone reimburse	Good Friday		
Q3 May	HCAD delivers certified estimates		Village Fire Department Budget Approval, Intra-budgetary Transfers & Audit	Outstanding Loans Status		SVVPD Police Week Proclamation	Oaths, Appoint MPT, Signatories, Outgoing Members & Election Judge and Workers Recognition				Memorial Day		
June	Budget Prep: Salaries, Utility Rates, CIP Projects			Grant Search			ES&S Annual Support Fee	SECO Update: PEA Report					
July	Budget Prep: Tax Rates			Q3 Investment & Accounting Report				Qtrly TWC, Fed 941 Report	TCEQ Testing (every 3-years)		Q3 mileage, cell phone reimburse	4th of July (& Festival)	Fire Alarm Testing
Q4 August	Budget Workshops: Budget & Tax Rate		SBISD (5) Year Contract (9/1/23 – 8/31/28) to Assess & Collect Ad Valorem Taxes							VMIG Insurance Renewal Meetings			
September	FYE Budget & Tax Rate Public Hearings (separately)			Verizon Cell Node Annual Fee		HVCC National Night Out Proclamation (Ridgeley Drive) HVCC Halloween Night Proclamation (Archley Drive)	Cybersecurity Training Due				Q4 mileage, cell phone reimburse	Labor Day	