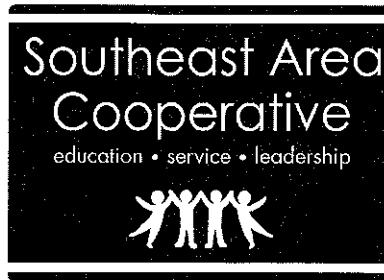


1109 West Cedar
Beresford, SD 57004-1524

Phone: (605) 763-5096
Fax: (605) 763-2206



Cheryl R. Johnson
Business Manager

Lezlie L. Larsen
Director

To: All Staff Members

From: Cheryl Johnson, Business Manager

Listed below are the due dates for all paperwork/reports. Please make sure that you paperwork/reports are sent by that date. There are deadline dates that I must meet in order to process the invoices for payment and time sheets for payroll, so I am asking for your cooperation. Most paperwork can be submitted via the forms section on the Cooperative website in order to meet the deadlines. Any other paperwork/reports can be scanned and emailed. I cannot guarantee that any paperwork submitted after these dates will be paid at the next Board meeting or payroll date; there may be a delay in payment until the following month. Payments will be made to you via direct deposit to you on the day after the Board meeting. Thank you for your cooperation.

<u>Due Date For paperwork</u>	<u>Board Meeting Date</u>	<u>Payroll Date</u>
August 7 th	August 18 th	August 20 th
September 4 th	September 8 th	September 18 th
October 2 nd	October 13 th	October 20 th
November 6 th	November 17 th	November 20 th
December 4 th	December 8 th	December 18 th
January 1 st	January 12 th	January 20 th
February 5 th	February 16 th	February 19 th
March 4 th	March 8 th	March 18 th
April 1 st	April 12 th	April 20 th
May 6 th	May 17 th	May 20 th
June 3 rd	June 14 th	June 20 th
July 1 st	July 12 th	July 20 th

8-17-15

Serving Alcester-Hudson, Beresford, Canton
Elk Point-Jefferson, Gayville-Volin, Irene-Wakonda and Viborg-Hurley