

January 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1 Read Well Meter	2	3 Check for changes in tax rate	4 OMA Resolution Due.	5	6
7	8	9 Verify annual report due date to Secretary of State.	10	11	12	13
14	15 MLK Jr. Day	16 Take Required Samples	17	18	19	20
21	22	23	24	25 Pay GRT and WCF	26	27
28	29	30	31 DFA Q4 Due and Final Annual Budget			

Notes

- ➔ The first of every month: Take your monthly meter reading on or before this day and submit your results to the State Engineer (OSE) before the 10th. [Review your water rights permit for details.](#)
- ➔ Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
- ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.
- ➔ **January 4th: Adoption of Annual Open Meetings Act Resolution by board.**
- ➔ **January 31st: Submit fourth quarter report and final annual budget to DFA for Calendar Year.**

February 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1 Read Well Meter	2	3
4	5	6	7	8	9	10
11	12	13 Take Required Samples	14  Valentine's Day	15	16	17
18	19 President's Day	20	21	22	23	24
25 Pay GRT and WCF	26	27	28	29		

Important Dates

- ➔ The first of every month: Take your monthly meter reading on or before this day and submit your results to the State Engineer (OSE) before the 10th. [Review your water rights permit for details.](#)
- ➔ Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
- ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.

March 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
					1 Read Well Meter	2
3	4	5	6	7	8	9
10	11	12 Take Required Samples	13	14	15	16
17 St. Patrick's Day 	18	19	20	21	22	23
24 31	25 Pay GRT and WCF	26	27	28	29 Good Friday	30

Important Dates

- ➔ The first of every month: Take your monthly meter reading on or before this day and submit your results to State Engineer (OSE) before the 10th. [Review your water rights permit for details.](#)
- ➔ Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
- ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.

April 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1 Read Well Meter / CCR Deadline Wholesale Systems	2	3	4	5	6
7 Easter Sunday	8	9	10	11	12	13
14	15	16 Take Required Samples	17	18	19	20
21	22	23	24	25 Pay GRT and WCF	26	27
28	29	30 DFA Quarterly Budget Due				

Important Dates

- ➔ The first of every month: Take your monthly meter reading on or before this day and submit your results to the State Engineer (OSE) before the 10th. [Review your water rights permit for details.](#)
- ➔ Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
- ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.
- ➔ **April 1st: Consumer Confidence Report Deadline for wholesale systems to consecutive systems.**
- ➔ **April 30th: January to March quarterly report due to the Department of Finance and Administration (DFA) Q1 for Calendar Year or Q3 for State Fiscal Year.**

May 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
			1 Read Well Meter	2	3	4
5	6	7	8	9	10	11
12 Mother's Day	13	14 Take Required Samples	15	16	17	18
19	20	21	22	23	24	25 Pay GRT and WCF
26	27 Memorial Day	28	29	30	31	

Important Dates

- ➔ The first of every month: Take your monthly meter reading on or before this day and submit your results to the State Engineer (OSE) before the 10th. [Review your water rights permit for details.](#)
- ➔ Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
- ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.

NOTE: Infrastructure Capital Improvement Plan (ICIP) deadline approaching in July!

June 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
						1 Read Well Meter
2	3 CCR due to NMED	4	5	6	7	8
9	10	11 Take Required Samples	12	13	14 ICIP Submission Deadline	15
16 Father's Day	17	18	19	20	21	22
23 30	24	25 Pay GRT and WCF	26	27	28	29

Important Dates

- ➔ The first of every month: Take your monthly meter reading on or before this day and submit your results to the State Engineer (OSE) before the 10th. [Review your water rights permit for details.](#)
 - ➔ Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
 - ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.
 - ➔ June 14th: Consumer Confidence Report (CCR) due to the New Mexico Environment Department
- NOTE: Infrastructure Capital Improvement Plan (ICIP) deadline approaching in July!**

July 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1 Read Well Meter & CCR due to Customers	2	3	4 Indepen- dence Day	5	6
7	8	9	10	11	12	13
14	15	16 Take Required Samples	17	18	19	20
21	22	23	24	25 Pay GRT and WCF	26	27
28	29	30	31 DFA Q2 Due			

Important Dates

- The first of every month: Take your monthly meter reading on or before this day and submit your results to the State Engineer (OSE) before the 10th. [Review your water rights permit for details.](#)
- Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
- On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.
- **July 1st: Consumer Confidence Report due to Customers**
- **July 13th: Submission deadline of the Infrastructure Capital Improvement Plan to the Department of Finance and Administration.**
- **July 31st: Department of Finance and Administration Quarter 2 Budget report due for April through June**

August 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1 Read Well Meter	2	3
4	5	6	7	8	9	10
11	12	13 Take Required Samples	14	15	16	17
18	19	20	21	22	23 Pay GRT and WCF	24
25	26	27	28	29	30 Read Well Meter for Sept.	31

Notes

- ➔ The first of every month: Take your monthly meter reading on or before this day and submit your results to the State Engineer (OSE) before the 10th. [Review your water rights permit for details.](#)
- ➔ Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
- ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.

September 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1 Read Well Meter	2	3	4	5	6 Check for DBP and Lead and Copper sampling date.	7
8	9	10	11	12	13	14
15	16	17 Take Required Samples	18	19	20	21
22	23	24	25	26	27 Pay GRT and WCF	28
29	30 Last day for Lead and Copper sampling.					

Notes

- ➔ The first of every month: Take your monthly meter reading on or before this day and submit your results to the State Engineer (OSE) before the 10th. [Review your water rights permit for details.](#)
- ➔ Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
- ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.
- ➔ Check sample schedule for Disinfection Byproduct and Lead and Copper due date. Recommend pulling samples early.
- ➔ Lead and Copper sampling deadline September 30th.

October 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
		1 Read Well Meter	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Take required water samples	16 Lead Service Line Inventory Due to DWB.	17	18	19
20	21	22	23	24	25 Pay GRT and WCF	26
27	28	29	30	31 DFA Quarterly Report Due		

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- ➔ Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
- ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.
- ➔ **July – September Quarterly Budget Report Due to DFA**
- ➔ **Lead Service Inventory Due to Drinking Water Bureau.**

November 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
					1 Read Well Meter	2
3	4	5	6	7	8	9
10	11	12 Take required water samples	13	14	15	16
17	18	19	20	21	22 Pay GRT and WC fee.	23
24	25	26	27	28 Thanksgiving Day	29 Read Well Meter for December	30

Notes

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- ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.

December 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1 Read Well Meter	2	3	4	5	6	7
8	9	10 Take required water samples	11	12	13	14
15	16	17	18	19	20 Pay GRT and WC fee.	21
22	23	24	25 Christmas Day	26	27	28
29	30	31				

Notes

- ➔ The first of every month: Take your monthly meter reading on or before this day and submit your results to the State Engineer (OSE) before the 10th. [Review your water rights permit for details.](#)
- ➔ Tuesday mid-month, every month: Take your required monthly samples. [Review your system plan for what is due.](#) Mid-month is recommended in case you have to re-run a sample.
- ➔ On or before the 25th of every month: Pay your monthly Gross Receipt Tax (GRT) and Water Conservation Fee (WCF) for the previous month to the Taxation and Revenue Department.