

**Greater Salt Lake Municipal Services District
Form of Government
Implementaion Schedule**

ACTIVITY		MONTH											
Component		January	February	March	April	May	June	July	August	September	October	November	December
Legislation													
Change in form of government			2/29/2024										
Members implement form of government changes						5/1/2024							
MSD resolution to change fiscal year			2/29/2024										
Branding													
Logos					4/15/2024								
Websites						5/1/2024							
Code													
Revised the code to reflect the changes in form of government							7/31/2024						
Budgets													
FY July 1, 2024 - June 30, 2025													
Municipalities													
Send out worksheet to municipalities			2/15/2024										
Collect and summarize WS				3/27/2023									
Present proposed budgets to the MSD Board					4/10/2024								
Public Hearing						5/8/2024							
Budget approve													
BY MSD Board						5/8/2024							
by respective Councils						6/14/2024							
Budget filed with State						6/17/2024							
MSD													
Approve resolution changing MSD's fiscal year				3/27/2024									
Contact service providers regarding change		2/29/2024											
Notice providers of change of year end		2/15/2024											
Request budget from Members		2/15/2024											
Budget requests returned to MSD				3/22/2024									
Compile and review requests with Board				3/27/2024									
Service Provider Presentations													
DA				3/27/2024	4/10/2024								
PWOPs				3/27/2024	4/10/2024								
PWEngineering				3/27/2024	4/10/2024								
Animal Control				3/27/2024	4/10/2024								
SLLDA				3/27/2024	4/10/2024								
Justice Court				3/27/2024	4/10/2024								
Parks Maintenance				3/27/2024	4/10/2024								
MSD Admin				3/27/2024	4/10/2024								
Present proposed budgets to the MSD Board					4/24/2024								
MSD Public Hearing						5/8/2024							
Notice public hearing						5/1/2024							
Member's Public Hearing													
Notice Members public hearing													
Budget approved													
BY MSD Board						5/8/2024							
By Members													
Budget filed with State													

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ACTIVITY Component	MONTH											
	January	February	March	April	May	June	July	August	September	October	November	December
Financial Statements												
2023												
Engagement letter presented and approved by board	1/10/2024											
Prepared by client list	1/30/2024											
Financial statement template completed*		2/15/2024										
review statement template		2/29/2024										
Capital assets data from Pelorus		2/29/2024										
Complete accruals		2/28/2024										
Complete 12/31/2023 reconciliations			3/15/2024									
Start audit			3/27/2024									
Get check register for selection			3/15/2024									
Preliminary draft of statements for review by MSD staff					5/1/2024							
Present preliminary statements to the Board of Trustees					5/22/2024							
Financial statements approved by members' councils						by June 20th						
Financial statements approved by Board of Trustees						6/26/2024						
File audited financial statements						6/28/2024						
Stub year												
Engagement letter presented and approved by the board					5/22/2024							
Complete accruals								8/30/2024				
Complete 06/30/2024 reconciliations								9/15/2024				
Start audit									10/1/2024			
Get check register for selection									10/1/2024			
Coordinate preparation of financial statements									10/1/2024			
Preliminary draft of statements for review by MSD staff										11/10/2024		
Present preliminary statements to the Board of Trustees										11/13/2024		
Financial statements approved by members' councils											12/10/2024	
Financial statements approved by Board of Trustees											12/11/2024	
File audited financial statements											12/15/2024	

* Squire will be drafting the statements

No formal requirement that boards approve an audit - but boards may have edits on the financials. Acceptance will be best.