

2023-2024 Finance Fall Calendar

JULY 2023

- Jul 3-7 Summer Break**
- Jul 13, 19 & 21 **CAMPUS/SPONSOR TRAINING**
- Jul 14 **Employee Mileage Reimb Due**
- Jul 15 **Sales Tax Report - 2nd Qtr**
- Jul 17 **Monthly Leave Balance Report**
- Jul 17 **ANNUAL FINANCE ACADEMY MANDATORY**
- Jul 18 **Timecards Due**
- Jul 18 **Agenda Items Due for Aug Board Mtg**
- Jul 20 **Travel Reports Due**
- Jul 28 **Budget Amendments**

AUGUST 2023

- Aug 1 **Timecards Due**
- Aug 11 **Employee Mileage Reimb Due**
- Aug 16 **Monthly Leave Balance Report**
- Aug 19 **Travel Reports Due**
- Aug 22 **Agenda Items Due for Sep Board Mtg**
- Aug 22 **Timecards Due**
- Aug 26 **Textbook Audit Payment Due**
- Aug 31 **Budget Amendment Due**
- Aug 31 **Master Schedule w/ Student Loads**

SEPTEMBER 2023

- Sep 4 **Labor Day Holiday**
- Sep 5 **Timecards Due**
- Sep 7 **Enrollment of Non-qualifying Pre-K Students (Tuition Fee Must Be Paid)**
- Sep 8 **Employee Mileage Reimb Due**
- Sep 15 **Personnel Needs Request (Master Schedule Verification Required)**
- Sep 18 **Monthly Leave Balance Report**
- Sep 18 **Agenda Items Due for Oct Board Mtg**
- Sep 19 **Timecards Due**
- Sep 20 **Travel Reports Due**
- Sep 22 **Federal Entitlement Compliance Report**
- Sep 30 **Budget Amendments Due**

OCTOBER 2023

- Oct 6 **Employee Mileage Reimb Due**
- Oct 7 **Sales Tax Report - 3rd Qtr**
- Oct 9-13 **Fall Break**
- Oct 16 **Monthly Leave Balance Report**
- Oct 17 **Timecards Due**
- Oct 20 **Travel Reports Due**
- Oct 20 **Update Improvement Plans w/ Funding & FTE Information**
- Oct 24 **Agenda Items Due for Nov Board Mtg**
- Oct 27 **PEIMS SNAPSHOT DATE**
- Oct 30 **Agenda Items Due for Dec Board Mtg**
- Oct 31 **Budget Amendments Due**
- Oct 31 **Timecards Due**

NOVEMBER 2023

- Nov 4 **Per Capita Allocation Review**
- Nov 10 **Employee Mileage Reimb Due**
- Nov 10 **Veterans Day Holiday**
- Nov 13 **Agenda Items Due for Dec Board Mtg**
- Nov 14 **Timecards Due**
- Nov 16 **Monthly Leave Balance Report**
- Nov 17 **Federal Entitlements & SCE (Funds 2xx, 185) Last Day to submit purchase requisitions for controlled/capital asserts (6396, 6397, 6398 & 6600s)**
- Nov 17 **Last day to submit purchase requisitions ALL FUNDS for technology 6398**
- Nov 17 **Budget Amendment Due**
- Nov 18 **Travel Reports Due**
- Nov 20-24 **Thanksgiving Holiday Break**
- Nov 28 **Timecards Due**

DECEMBER 2023

- Dec 5 **Timecards Due**
- Dec 8 **Budget Expenditure Review Federal Entitlements - SCE, GT, SPED, & LEP Funds (65% Expended)**
- Dec 8 **Employee Mileage Reimb Due**
- Dec 9 **Travel Reports Due**
- Dec 12 **Agenda Items Due for Jan Board Mtg**
- Dec 13 **Fall Semester Fund Raiser Activity Recaps Due**
- Dec 14 **Budget Amendments Due**
- Dec 15 **Monthly Leave Balance Report**
- Dec 18-29 **Winter Holiday Break**

ACCOUNTS PAYABLE WEEKLY

Tuesdays Fuel Logs Due

Fridays PO Change/Cancellation

Fridays Documentation For Check Requests

***Due to Payroll**

***Due to Accounting**

***Due to Accounts Payable Office**

***Due to External Funding Office**

***Due to Purchasing Office**

***Due to Travel Office**

***Holiday**

***TRAINING**



2023-2024 Finance Spring Calendar

JANUARY 2024

- Jan 1 Winter Holiday Break
- Jan 3 Timecards Due
- Jan 5 Employee Mileage Reimb Due
- Jan 13 Sales Tax Report – 4th QTR
- Jan 15 Martin Luther King Holiday
- Jan 16 Monthly Leave Balance Report
- Jan 20 Board Reports Due
- Jan 22 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
- Jan 23 Timecards Due
- Jan 23 Agenda Items Due for Feb Board Mtg
- Jan 26 Update Improvement Plans W/Funding & FTE Information(Mid-Year Review)
- Jan 31 Budget Amendments Due
- Jan 31 Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (85% Expended)
- Jan 31 Semi Annual Certifications (Fall Semester) Due

FEBRUARY 2024

- Feb 1-4 Campus Needs Assessments (Personnel Needs or 2023-2024 School Year)
- Feb 6 Timecards Due
- Feb 8 Employee Mileage Reimb Due
- Feb 13 Agenda Items Due for Mar board Mtg
- Feb 16 Monthly Leave Balance Report
- Feb 17 Board Reports Due
- Feb 20 Timecards Due
- Feb 23 Budget Expenditures Review – Federal Entitlements, SCE, GT, CTE, SPED, & LEP Funds (100% Operating Accounts expended and submit plans or budget for 6100s & 6400s)
- Feb 27 Timecards Due
- Feb 28 Teacher Incentive Allotment Deadline
- Feb 29 Budget Amendments Due

MARCH 2024

- Mar 1 Timecards Dues
- Mar 4 Employee Mileage Reimb Due
- Mar 8 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
- Mar 8 Last Day to Submit Federal Entitlement 6200s, 6300s, 6400s & SCE
- Mar 10 Board Reports Due
- Mar 11-15 Spring Break Holiday
- Mar 18 Monthly Leave Balance Report
- Mar 19 Agenda Items Due for Apr Board Mtg
- Mar 19 Timecards Due
- Mar 22 2023-2024 BUDGET PREPARATION WORKSHOP MANDATORY
- Mar 27 Budget Amendments Due
- Mar 29 Holiday

APRIL 2024

- Apr 2 Timecards Due
- Apr 5 Employee Mileage Reimb Due
- Apr 12 Last Day to Submit Purchase Requisitions for Funds 199, with Class Objects 6300 & 6600
- Apr 14 Sales Tax Report – 1st QTR
- Apr 16 Monthly Leave Balance Report
- Apr 16 Timecards Due
- Apr 20 Board Reports Due
- Apr 23 Agenda Items Due for May Mtg
- Apr 30 Budget Amendments Due

MAY 2024

- May 3 Employee Mileage Reimb Due
- May 5 END OF YEAR FINANCE
- May 7 Timecards Due
- May 10 Last Day for CAMPUSES to Submit Purchase Requisitions for Funds 199 w/Class Objects 6200 & 6400
- May 11 Update Improvement Plans w/Funding & FTE
- May 12 Last Day for Campus FR Activities
- May 16 Monthly Leave Balance Report
- May 17 Spring Semester Fund Raiser Activity Recaps Due
- May 19 Board Reports Due
- May 21 Timecards Due
- May 21 Agenda Items Due for June Board Mtg
- May 24 Last Day to Submit Purchase Requisitions for ALL
- May 27 Memorial Day
- May 30 Last Day of School (Students)
- May 31 Budget Amendments Due

JUNE 2024

- Jun 4 Timecards Due
- Jun 7 Employee Mileage Reimb Due
- Jun 9 Last Day to Submit Warehouse Requisitions
- Jun 14 Federal Entitlement 2024-2025 Application Draft Due to External Funding Office
- Jun 15 Final Year End Petty Cash Recap
- Jun 17 Monthly Leave Balance Report
- Jun 18 Timecards Due
- Jun 18 Agenda Items Due for July Board Mtg
- Jun 20 Board Reports Due
- Jun 28 Semi-Annual Certifications (Spring Semester) Due to External Funding Office
- Jun 30 Fiscal Year 2024 End

	ACCOUNTS PAYABLE WEEKLY
Tuesdays	Fuel Logs Due
Fridays	PO Change/Cancellation
Fridays	Documentation For Check Requests
	*Due to Payroll
	*Due to Accounting
	*Due to Accounts Payable Office
	*Due to External Funding Office
	*Due to Purchasing Office
	*Due to Travel Office
	*Holiday
	*TRAINING

