

2017-18 Finance Calendar

Fall Semester Timeline

JULY 2017

- Jul 1 Fiscal Year 2018 Start Date
- Jul 4 **Independence Day Holiday**
- Jul 12 Timecards Due
- Jul 15 Employee Mileage Reimb Due
- Jul 17 Monthly Leave Balance Report
- Jul 20 Agenda Items Due for Aug Board Mtg
- Jul 25 Federal Entitlement Compliance Report
- Jul 26 Timecards Due
- Jul 28 Budget Transfer Forms Due

AUGUST 2017

- Aug 9 Timecards Due
- Aug 15 **ANNUAL FINANCE ACADEMY MANDATORY**
- Aug 15 Employee Mileage Reimb Due
- Aug 15 Open PO Report Review Due
- Aug 16 Monthly Leave Balance Report
- Aug 17 Master Schedules with Student Loads
- Aug 18 Agenda Items Due for Sept Board Mtg.
- Aug 21-24 **CAMPUS/SPONSOR TRAINING**
- Aug 23 Timecards Due
- Aug 25 Last Day to Submit PR's for Federal Entitlements – FY17 (Funds 211, 212, 224, 225, 255, 263)
- Aug 25 Master Schedule with Student Loads
- Aug 28 Budget Transfer Forms Due
- Aug 29 Textbook Audit Payment Due

SEPTEMBER 2017

- Sep 1 Personnel Needs Request (Master Schedule Verification Required)
- Sep 4 **Labor Day Holiday**
- Sep 6 Timecards Due
- Sep 8 Enrollment of Non-qualifying Pre-Students (Tuition Fee Must Be Paid)
- Sep 8 Fall Semester Campus FR Activity Plan Due
- Sep 15 Employee Mileage Reimb Due
- Sep 15 Open PO Report Review Due
- Sep 15 Agenda Items Due for Oct Board Mtg.
- Sep 18 Monthly Leave Balance Report
- Sep 22 Budget Transfer Forms Due
- Sep 27 Timecards Due

OCTOBER 2017

- Oct 6 Sales Tax Report – 3rd Quarter
- Oct 11 Timecards Due
- Oct 13 Agenda Items Due for Nov Board Mtg.
- Oct 14 Employee Mileage Reimb Due
- Oct 15 Conflict of Interest Forms Due
- Oct 15 Open PO Report Review Due
- Oct 16 Monthly Leave Balance Report
- Oct 16 **SPONSOR ONLINE FUNDRAISING TRAINING (FOR THE FALL SEMESTER)**
- Oct 25 Time Cards Due
- Oct 26 Update Improvement Plans w/Funding & FTE Information
- Oct 27 Budget Transfer Form Due
- Oct 28 PEIMS SNAPSHOT DATE

NOVEMBER 2017

- Nov 3 Per Capita Allocation Review
- Nov 8 Time Cards Due
- Nov 10 **Veterans Day Holiday**
- Nov 11 Documentation due to AP for check requests needed by Nov 17, 2017
- Nov 15 Employee Mileage Reimb Due
- Nov 15 Open PO Report Review
- Nov 16 Monthly Leave Balance Report
- Nov 17 Budget Transfer Forms Due
- Nov 17 Agenda Items Due for Dec Board Mtg.
- Nov 20-24 **Thanksgiving Holiday Break**
- Nov 29 Timecards Due

DECEMBER 2017

- Dec 4 Semester Campus FR Activity Recaps Due
- Dec 4 Budget Expenditure Review Federal Entitlements – SCE, GT, CTE, SPED & LEP Funds (65% Expended)
- Dec 6 Timecards Due
- Dec 11 Documentation due to AP for check requests needed by Dec. 18, 2017
- Dec 13 Timecards Due
- Dec 15 Agenda Items Due for Jan Board Mtg.
- Dec 15 Semester Campus FR Recaps
- Dec 15 Open PO Report Review Due
- Dec 15 Employee Mileage Reimb Due
- Dec 18 Monthly Leave Balance Report
- Dec 18 Budget Transfer Forms Due
- Dec 22-31 **Winter Holiday Break**



Canutillo ISD 2017-18 School Calendar Calendario Escolar

Legend/Claves

- **Holiday/District Closure** Día Festivo/Cierre de Distrito
- **Teacher Work Days** Días de trabajo para maestros
- **Campus Staff Development Days** Días de desarrollo profesional
- **District Staff Development Days** Días de desarrollo profesional
- ★ **Early Release** Salida temprana

Holidays/Días Festivos y de Descanso

- Independence Day/Día de Independencia: 7/4
- Labor Day/Día de Trabajo: 9/4
- Veterans Day/Día del Veterano: 11/10
- Thanksgiving Break/Vacaciones de anoche: 11/20 - 11/24
- Winter Break/Vacaciones de invierno: 12/22 - 1/4
- Martin Luther King Day/Día de Martin Luther King: 1/15
- Presidents' Day/Día de los Presidentes: 2/19
- Spring Break/Vacaciones de primavera: 3/12 - 3/15
- Holiday/Día Festivo: 3/16
- Memorial Day/Día de Conmemoración de los Caídos: 5/28
- Make-up Days/Días de Poscompensación de Clase: 11/10 & 8/7
- Summer School Begins/Comienza Escuela de Verano: 6/11

Nine Weeks Reporting Periods
Periodo de calificaciones de 9 semanas

1st 9-Weeks/1er 9 semanas	2nd 9-Weeks/2do 9 semanas	3rd 9-Weeks/3er 9 semanas	4th 9-Weeks/4to 9 semanas
8/28 - 10/27	10/23 - 12/21	1/8 - 3/29	4/2 - 6/6

Parent Teacher Conference
Conferencia de Padres y Maestros

Fall/Otoño: 10/10-12
Spring/Primavera: 3/6-8
(All Students Released 11:30 a.m. on conference Day)
(Todos los estudiantes saldrán a las 11:30 a.m. en su día de conferencia)

Early Release Dates/Días de Salida Temprana

Elementary School/Primaria: 10/10 & 3/6	High School/Preparatoria: 10/11 & 3/7	Middle School/Secundaria: 10/12 & 3/8
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Students & P/T Staff/Profesores y personal de medio tiempo: 10/13 & 3/9
All Students/ Todos los estudiantes: 12/11

Early Release Times/Horario de salida temprana

Elementary School/Primaria: 11:30 a.m.	Middle School/Secundaria: 12:00 p.m.	High School/Preparatoria: 12:30 p.m.
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Staff Development/Días de desarrollo profesional

Work Days/Días de Trabajo: 4	Professional Learning Communities (PLC)/Comunidades de Aprendizaje Profesional: 5
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Total Teacher Contract/ Total de Días que el maestro está en contrato: 187

JULY / JULIO 2017					JANUARY / ENERO 2018				
M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	1	2	3	4	5
10	11	12	13	14	8 th	9	10	11	12
17	18	19	20	21	15	16	17	18	19 th
24	25	26	27	28	22 nd	23	24	25	26
31					29	30	31		

AUGUST / AGOSTO 2017					FEBRUARY / FEBRERO 2018				
M	T	W	T	F	M	T	W	T	F
	1	2	3	4				1	2
7	8	9	10	11	5	6	7	8	9
14	15	16	17	18	12	13	14	15	16
21	22	23	24	25	19	20	21	22	23
28	29	30	31		26	27	28		

SEPTEMBER / SEPTIEMBRE 2017					MARCH / MARZO 2018				
M	T	W	T	F	M	T	W	T	F
				1				1	2
4	5	6	7	8	5	6 th	7 th	8 th	9 th
11	12	13	14	15	12	13	14	15	16
18	19	20	21	22	19	20	21	22	23
25	26	27	28	29	26	27	28	29	30

OCTOBER / OCTUBRE 2017					APRIL / ABRIL 2018					
M	T	W	T	F	M	T	W	T	F	
					1 st	2	3	4	5	6
2	3	4	5	6	8	9	10	11	12	13
9	10 th	11 th	12 th	13 th	16	17	18	19	20	
16	17	18	19	20 th	23	24	25	26	27	
23 rd	24	25	26	27 th	30					
30 th	31									

NOVEMBER / NOVIEMBRE 2017					MAY / MAYO 2018				
M	T	W	T	F	M	T	W	T	F
		1	2	3		1	2	3	4
6	7	8	9	10	7	8	9	10	11
13	14	15	16	17	14	15	16	17	18
20	21	22	23	24	21	22	23	24	25
27	28	29	30		28	29	30	31	

DECEMBER / DICIEMBRE 2017					JUNE / JUNIO 2018				
M	T	W	T	F	M	T	W	T	F
				1					1
4	5	6	7	8	4	5	6 th	7	8
11	12	13	14	15	11	12	13	14	15
18	19	20	21 st	22	18	19	20	21	22
25	26	27	28	29	25	26	27	28	29

*Real dates are subject to change, log on to <http://www.tea.state.tx.us/student-assessments/calendars/> for updates.

Board Approved: February 28, 2017

Canutillo Independent School District
Excellence Through Integrity & Innovation



2017-18 Finance Calendar

Spring Semester Timeline

JANUARY 2018

Jan 1 - 4	Winter Holiday Break
Jan 8	Sales Tax Report – 4th Quarter
Jan 10	Timecards Due
Jan 12	Employee Mileage Reimb Due
Jan 13	Agenda Items Due for Feb Board Mtg
Jan 15	Martin Luther King Holiday
Jan 15	Open PO Report Review Due
Jan 16	Monthly Leave Balance Report
Jan 17	Budget/Expenditure Reviews of Spending Requirements
Jan 19	Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
Jan 24	Timecards Due
Jan 26	Budget Transfer Forms Due
Jan 29-31	Campus Needs Assessments (Personnel Needs for 2018-2019 School Year)
Jan 26	Update Improvement Plans w/Funding & FTE Information (Mid-Year Review)
Jan 26	Federal Entitlements & SCE (Funds 2xx, 185) Last Day to submit purchase requisitions for controlled/capital assets (6397, 6398, 6600s)
Jan 31	Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (85%Expended)

FEBRUARY 2018

Feb 7	Timecard Due
Feb 11	2018 – 2019 BUDGET PREPARATION WORKSHOP – MANDATORY
Feb 15	FUNDRAISING SPONSOR ONLINE TRAINING (SPRING SEMESTER)
Feb 15	Employee Mileage Reimb Due
Feb 15	Open PO Report Review Due
Feb 16	Monthly Leave Balance Report
Feb 17	Agenda Items Due for Mar Board Mtg
Feb 19	Presidents' Day Holiday
Feb 22	Timecards Due
Feb 23	Budget Transfer Forms Due
Feb 23	Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (100% Operating accounts expended and submit plan or budget for 6100s)

MARCH 2018

Mar 3	Documentation Due to Accounts Payable for check requests needed by 3/9/17
Mar 7	Timecards Due
Mar 9	Employee Mileage Reimb. Due
Mar 9	Open PO Report Review Due
Mar 9	Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
Mar 12-16	Spring Break Holiday
Mar 19	Monthly Leave Balance Report
Mar 23	Budget Transfer Forms Due
Mar 17	Agenda Items Due for Apr Board Mtg.
Mar 28	Timecards Due
Mar 29	Last Day for CAMPUSES to Submit Purchase Requisitions for Funds 185, 196, 199 with Class Objects 6300 and 6600
Mar 30	Spring Holiday

APRIL 2018

Apr 9	Sales Tax Report – 1st Quarter
Apr 11	Timecards Due
Apr 13	Employee Mileage Reimb. Due
Apr 14	Agenda Items Due for May Board Mtg
Apr 15	Open PO Report Review Due
Apr 16	Monthly Leave Balance Report
Apr 25	Timecards Due
Apr 27	Budget Transfer Forms Due
Apr 30	Last Day for DEPARTMENTS to Submit Purchase Requisitions for Funds 101, 185, 196, 199 with Class Objects 6300 & 6600

MAY 2018

May 4	END OF YEAR FINANCE
May 9	Timecards Due
May 11	Last Day for CAMPUSES to Submit Purchase Requisitions for Funds 185, 196, 199 w/Class Objects 6200 & 6400
May 15	Employee Mileage Reimb Due
May 15	Open PO Report Review Due
May 15	Last Day for Campus FR Activities
May 16	Monthly Leave Balance Report
May 19	Agenda Items Due for June Board Mtg
May 23	Timecards Due
May 25	Budget Transfer Forms Due
May 28	Memorial Day Holiday
May 31	Update Improvement Plans w/ Funding & FTE Information (Final)
May 31	Spring Semester FR Activity Recaps Due

JUNE 2018

Jun 1	All Change Funds Due
Jun 1	Last Day to Submit Purchase Requisitions for ALL FUNDS
Jun 6	Last Day of School (Students)
Jun 6	Semi-Annual Certifications (Spring Semester) Due to External Funding Office
Jun 11	Last day to submit Warehouse Requisitions
Jun 15	Employee Mileage Reimb Due
Jun 16	Agenda Items Due for July Board Mtg
Jun 13	Timecards Due
Jun 21	Federal Entitlement 2018-2019 Application Draft Due to External Funding Office
Jun 18	Monthly Leave Balance Report
Jun 14	Final Year End Petty Cash Recap
Jun 30	Fiscal Year 2018 End Date

2017 - 2018 CANUTILLO ISD PAY AND ABSENCE POSTING SCHEDULE

Pay Dates	Days Covered	T/C Print Date	Due Date	ACH Date	Pay Dates	Days Covered	T/C Print Date	Due Date	ACH Date
2017					2018				
Thurs	06/11/17 - 06/17/17				Fri	12/03/17 - 12/09/17	12/11/17	12/13/17	01/10/18
Jul 13	06/18/17 - 06/24/17	06/26/17	06/28/17	07/11/17					
Mon	06/25/17 - 07/01/17					12/10/17 - 12/16/17			
Jul 31	07/02/17 - 07/08/17	07/10/17	07/12/17	07/27/17		12/17/17 - 12/23/17			
					Wed	12/24/17 - 12/30/17			
Tues	07/09/17 - 07/15/17				Jan 31	12/31/17 - 01/06/18	01/08/18	01/10/18	01/29/18
Aug 15	07/16/17 - 07/22/17	07/24/17	07/26/17	08/11/17					
Thurs	07/23/17 - 07/29/17				Thurs	01/07/18 - 01/13/18			
Aug 31	07/30/17 - 08/05/17	08/07/17	08/09/17	08/29/17	Feb 15	01/14/18 - 01/20/18	01/22/18	01/24/18	02/13/18
Fri	08/06/17 - 08/12/17				Wed	01/21/18 - 01/27/18			
Sept 15	08/13/17 - 08/19/17	08/21/17	08/23/17	09/13/17	Feb 28	01/28/18 - 02/03/18	02/05/18	02/07/18	02/26/18
Fri	08/20/17 - 08/26/17				Fri	02/04/18 - 02/10/18			
Sept 29	08/27/17 - 09/02/17	09/05/17	09/06/17	09/27/17	Mar 9	02/11/18 - 02/17/18	02/20/18	02/22/18	03/07/18
	09/03/17 - 09/09/17				Thurs	02/18/18 - 02/24/18			
Fri	09/10/17 - 09/16/17				Mar 29	02/25/18 - 03/03/18	03/05/18	03/07/18	03/27/18
Oct 13	09/17/17 - 09/23/17	09/25/17	09/27/17	10/11/17					
					Fri	03/04/18 - 03/10/18			
						03/11/18 - 03/17/18			
Tues	09/24/17 - 09/30/17				Apr 13	03/18/18 - 03/24/18	03/26/18	03/28/18	04/11/18
Oct 31	10/01/17 - 10/07/17	10/09/17	10/11/17	10/27/17					
					Mon	03/25/18 - 03/31/18			
Wed	10/08/17 - 10/14/17				Apr 30	04/01/18 - 04/07/18	04/09/18	04/11/18	04/26/18
Nov 15	10/15/17 - 10/21/17	10/23/17	10/25/17	11/13/17					
					Tues	04/08/18 - 04/14/18			
Thurs	10/22/17 - 10/28/17				May 15	04/15/18 - 04/21/18	04/23/18	04/25/18	05/11/18
Nov 30	10/29/17 - 11/04/17	11/06/17	11/08/17	11/28/17					
					Thurs	04/22/18 - 04/28/18			
	11/05/17 - 11/11/17				May 31	04/29/18 - 05/05/18	05/07/18	05/09/18	05/29/18
Fri	11/12/17 - 11/18/17								
Dec 8	11/19/17 - 11/25/17	11/27/17	11/29/17	12/06/17	Thurs	05/06/18 - 05/12/18			
					Jun 14	05/13/18 - 05/19/18	05/21/18	05/23/18	06/12/18
Thurs	11/26/17 - 12/02/17	12/04/17	12/06/17	12/19/17		05/20/18 - 05/26/18			
					Thurs	05/27/18 - 06/02/18			
					Jun 28	06/03/18 - 06/09/18	06/11/18	06/13/18	06/26/18

ACCOUNTS PAYABLE WEEKLY TIMELINES

Tuesday	Fuel Logs Due
Friday	PO Change/Cancellation Forms
Friday	Documentation for Check Request

LEGEND

- ♦ Due to Payroll Office
- ♦ Due to Accounting Office
- ♦ Due to Asset Management Office
- ♦ Due to Accounts Payable Office
- ♦ Due to External Funding Office
- ♦ Due to Purchasing Office
- ♦ Due to Travel Office
- ♦ Holiday
- ♦ TRAINING

FINANCIAL SERVICES DIVISION

Director of Financial Services			
Cristina Pulley	7425		cpulley@canutillo-isd.org
Accounting Department			
Laura Dorado	7412		ldorado@canutillo-isd.org
Antonio Cereceres	7568		tcereceres@canutillo-isd.org
Rosie Andrade	7445		randrade@canutillo-isd.org
External Funding			
Luis Guerra	7497		lguerra@canutillo-isd.org
Purchasing			
Elsa Henry	7426		ehenry@canutillo-isd.org
Claudia Morales	7430		cmorales@canutillo-isd.org
Payroll Department			
Michelle Hernandez	7431		mhernandez@canutillo-isd.org
Lucy Gomez	7432		lgomez@canutillo-isd.org
Accounts Payable			
Maribel Ambriz	7420		mambriz@canutillo-isd.org
Corina Heredia	7430		cheredia@canutillo-isd.org
Travel			
Savia De Lara	7429		sdelara@canutillo-isd.org
Finance Clerk			
Laura Leos	7516		leos@canutillo-isd.org

