

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

Tuesdays ACCOUNTS PAYABLE WEEKLY
 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

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



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**

