

Business & Payroll Annual Deadlines

Daily:

Submit all cash and checks collected at a campus and/or department
Post student enrollment/attendance – absences, withdrawals and entries

Weekly:

Time Sheets – electronic sign-off	Every Monday by 4:00 p.m.
Absence from Duty forms/AESOP	Every Monday by 4:00 p.m.
Accounts Payable Check Cut-off	Every Tuesday by 12:00 noon
P-Card and Travel Card Receipts	Every Friday by 4:00 p.m.

Monthly:

Supplemental Time Sheets	1st Friday of each month
Coach Driving Time Sheets	1 st Friday of each month
Transportation Mileage Reports	5 th of the following month
Time & Effort Periodic Activity Reports (Federally funded staff-split funded)	5 th of the following month
Child Nutrition Monthly Lunch Claim	1 st of the following month

Six-Week Periods:

Pupil Attendance & Contact Hours (signed)	1 week after close of every six-week period
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Semi-Annually:

February 5 th	Time & Effort Semi-Annual Certification Form (Fall)
August 5 th	Time & Effort Semi-Annual Certification Form (Spring)

Annually:

September 1 st	Submit Principal Certification of No-Show Students
September 15 th	Submit Staff FTE Summary Report*
September 15 th	Submit Stipend List – Assignments**
September 15 th	Submit Six (6) Days for Fundraiser Exempt Policy
September 15 th	Submit List of all Student Activity Account Officers
September 15 th	Submit a Conflict of Interest form (CIS) – only Superintendent and Board
September 15 th	CNP Only: Submit EOY Reports – Inventories, Prepaid Meals at 8/31, Commodity Report and Uncollected Student Debt for Meals
September 15 th	Transportation Only: Submit Annual Mileage Report (9/01 – 8/31 Beginning and Ending Mileage by Vehicle and Mileage Category)
April 1 st	Submit Proposed Campus and Department Budgets
April 1 st	PO Deadline for supplies & equipment (Fund 211 - Title I)
May 1 st	PO Deadline for supplies & equipment (All funds)
June 1 st	PO Deadline for Summer School purchases
August 1st	PO Deadline for services and travel/misc. expenses – All funds
August 1st	Deadline for budget transfers and/or amendments
June 15 th	Prepare and transfer prior year records to the Records Center
June 15 th	Documentation related to payments not collected from parents/students for textbooks, library, food service charges, NSF, etc.
August 31 st	Submit all cash deposits, invoices, reimbursements, and petty cash for end- of-year

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As Needed:

- Fixed Assets Transfer Forms (every time inventory or assets are moved from one room to another) – submit to the Administrative Support Secretary (Admin Bldg)
- Petty Cash Reimbursement Forms (as needed to replenish cash – attach all related Petty Cash Vouchers)
- Donation Forms – upon receipt (equal to or greater than \$1,000 requires School Board approval) – Submit to CFO for Board action
- Budget Transfer forms – transfers within the same function codes (submit at any time)
- Budget Amendment forms – transfers across different function codes (submit in accordance with the School Board meeting timelines to the CFO)
- Travel Settlements – submit Travel Settlement form and excess cash, if any, within 5 days after the travel event
- *Staff FTE – submit changes due to master schedule or assignment change – within 5 days of the change
- **Stipend List – submit changes due to termination, new hires, etc. – within 5 days of the change