

**RCSD Accounting Calendar
July 2020 – December 2020**

Accounts Payable

Activity Fund

Payroll

*Time Sheets

*Bus Reports

*Kronos Approval

*School Absence Report

Insurance

July 2020
08 Activity Fund transmittal due by 4 pm
09 Accounts Payable purchase orders due by 4 pm (for payment on 7/22/20)
08 Payroll due by 4 pm for pay period 6/01-7/05 (5 weeks) Due 7/08/20
31 Accounts Payable purchase orders due by 4 pm (for payment on 8/12/20)
31 PAYDAY

August 2020
07 Activity Fund transmittal due by 4 pm
12 Payroll due by 4 pm for pay period 7/06-8/09 (5 weeks) Due 8/12/20
31 Accounts Payable purchase orders due by 4 pm (for payment on 8/12/20)
31 PAYDAY

September 2020
08 Activity Fund transmittal due by 4 pm
09 Payroll due by 4 pm for pay period 8/10-9/06 (4 weeks) Due 9/09/20
30 Accounts Payable purchase orders due by 4 pm (for payment on 10/14/20)
30 PAYDAY

October 2020
07 Activity Fund transmittal due by 4 pm
07 Payroll due by 4 pm for pay period 9/07-10/04 (5 weeks) Due 10/07/20
30 Accounts Payable purchase orders due by 4 pm (for payment on 11/11/2020)
30 PAYDAY

November 2020
04 Payroll due by 4 pm for pay period 10/05-11/01 (4 weeks) Due 11/04/20
06 Activity Fund transmittal due by 4 pm
30 Accounts Payable purchase orders due by 4 pm (for payment on 12/09/20)
30 PAYDAY

December 2020
02 Payroll due by 4 pm for pay period 11/02-11/29 (4 weeks) Due 12/02/20
07 Activity Fund transmittal due by 4 pm
17 Accounts Payable purchase orders due by 12 noon (for payment on 1/13/21)
17 PAYDAY

RCSD Accounting Calendar

January 2021 – June 2021

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Accounts Payable

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January 2021
04 Accounts payable purchase orders due by 12 noon (Utility Bills received during the holidays)
06 Payroll due by 4 pm for pay period 11/30-1/03 (5 weeks) Due 01/06/2021
08 Activity Fund transmittal by 4 pm
29 Accounts payable purchase orders due by 4 pm (for payment on 2/10/21)
29 PAYDAY

February 2021
03 Payroll due by 4 pm for pay period 1/04-1/31 (4 weeks) Due 02/03/2021
05 Activity Fund transmittal by 4 pm
26 Accounts Payable purchase orders due by 4 pm (for payment on 3/10/21)
26 PAYDAY

March 2021
03 Payroll due by 4 pm for pay period 2/01-2/28 (4 weeks) Due 3/03/2021
05 Activity Fund transmittal due by 4 pm
31 Accounts Payable purchase orders due by 4 pm (for payment on 4/14/21)
31 PAYDAY

April 2021
07 Payroll due by 4 pm for pay period 3/01-4/04 (5 weeks) Due 4/07/2021
09 Activity Fund transmittal due by 4 pm
30 Accounts Payable purchase orders due by 4 pm (for payment on 5/12/21)
30 PAYDAY

May 2021
05 Payroll due by 4 pm for pay period 4/05-5/02 (4 weeks) Due 05/05/2021
07 Activity Fund transmittal due by 4 pm
28 Accounts Payable purchase orders due by 4 pm (for payment on 6/09/21)
31 PAYDAY

June 2021
02 Payroll due by 4 pm for pay period 5/03-5/30 (4 weeks) Due 6/02/2021
07 Activity Fund transmittal due by 4 pm
14 FINAL Accounts Payable FY20 purchase orders due by 12 noon (for payment on 6/23/21)
30 PAYDAY