

RCSD Accounting Calendar

January 2021 – June 2021

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Accounts Payable

Activity Fund

Payroll

*Time Sheets

*Bus Reports

*Kronos Approval

*School Absence Report

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