

**RCSD Accounting Calendar
July 2021 – December 2021**

Accounts Payable

Activity Fund

Payroll

*Time Sheets

*Bus Reports

*Kronos Approval

*School Absence Report

July 2021
07 Payroll due by 4 pm for pay period 5/31-7/04 (5 weeks) Due 7/07/21
08 Activity Fund transmittal due by 4 pm
08 Accounts Payable purchase orders due by 4 pm (for payment on 7/21/21)
30 Accounts Payable purchase orders due by 4 pm (for payment on 8/11/21)
30 PAYDAY

August 2021
06 Activity Fund transmittal due by 4 pm
11 Payroll due by 4 pm for pay period 7/05-8/08(5 weeks) Due 8/11/21
30 Accounts Payable purchase orders due by 4 pm (for payment on 9/8/21)
31 PAYDAY

September 2021
08 Activity Fund transmittal due by 4 pm
08 Payroll due by 4 pm for pay period 8/09-9/05 (4 weeks) Due 9/08/21
30 Accounts Payable purchase orders due by 4 pm (for payment on 10/13/21)
30 PAYDAY

October 2021
06 Payroll due by 4 pm for pay period 9/06-10/03 (4 weeks) Due 10/06/21
07 Activity Fund transmittal due by 4 pm
29 Accounts Payable purchase orders due by 4 pm (for payment on 11/10/2021)
29 PAYDAY

November 2021
03 Payroll due by 4 pm for pay period 10/04-10/31 (4 weeks) Due 11/03/21
05 Activity Fund transmittal due by 4 pm
29 Accounts Payable purchase orders due by 4 pm (for payment on 12/08/21)
30 PAYDAY

December 2021
01 Payroll due by 4 pm for pay period 11/01-11/28 (4 weeks) Due 12/01/20
07 Activity Fund transmittal due by 4 pm
21 Accounts Payable purchase orders due by 12 noon (for payment on 1/19/22)
21 PAYDAY