

Business & Payroll Annual Deadlines

Daily:

Submit all cash and checks collected at a campus and/or department according to pick up schedule

Weekly:

Time Sheets – electronic approval	Every Thursday by 9:00 a.m.
Accounts Payable Check Cut-off	Every Monday by 12:00 p.m. for Tuesday Every Wednesday by 12:00 p.m. for Thursday

Monthly:

Grant Documents	15 th of each month
Credit Card Reconciliation	10 th of each month
Budget Amendments	1 st Tuesday of each month
Contracts for Board Review	1 st Tuesday of each month
Purchases > \$50,000	1 st Tuesday of each month

Annually:

April 30 th	Submit Proposed Campus and Department Budgets
April 30 th	PO Deadline for supplies & equipment
May 31 st	All merchandise received and approvals submitted to Accounts Payable
June 1 st	PO Deadline for Summer School purchases
June 15 th	Prepare and transfer prior year records to HCDE for storage
June 30 th	PO Deadline for supplies & equipment (Fund 211 - Title I)
July 1 st	All records should be delivered to the HCDE for processing
August 1 st	PO Deadline for services and travel/misc. expenses – All funds
August 1 st	Deadline for budget transfers and/or amendments
August 31 st	Submit all cash deposits, invoices, reimbursements, and petty cash for end-of-year

As Needed:

Fixed Assets Transfer Forms (every time inventory or assets are moved from one room to another)
Donation Forms – upon receipt (equal to or greater than \$1,000 requires School Board approval)