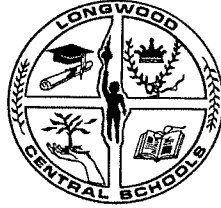


LONGWOOD CENTRAL SCHOOL DISTRICT



BUSINESS OFFICE

To: All Budget Centers

From: Janet Bryan, Assistant Superintendent for District Operations *JB*

Date: June 16, 2023

Re: 2023/2024 Bill Payment Schedule

The dates appearing below make up the Bill Payment Schedule for the 2023-24 school year. Although it is our goal to process checks on these dates; vacations, holidays, and other circumstances may cause a slight variation to this schedule.

****Checks will be run on Thursdays from July 13– Aug 10, remainder of year on Fridays****
*****Holiday Date changes are highlighted*****

Due to Accounting	Check Date	Auditor Approval	Mailed
July 10	July 13 (Thurs)	July 17	July 18
July 24	July 27 (Thurs)	July 31	August 1
August 7	August 10 (Thurs)	August 14	August 15
August 21	August 25	August 28	August 29
September 1 (Fri)	September 8	September 11	September 12
September 18	September 22	September 26 (Tues)	September 27 (Wed)
October 2	October 6	October 10 (Tues)	October 11 (Wed)
October 16	October 20	October 23	October 24
October 30	November 3	November 6	November 7
November 13	November 17	November 20	November 21
November 27	December 1	December 4	December 5
December 11	December 15	December 18	December 19
December 21 (Thurs)	December 28 (Thurs)	January 2 (Tues)	January 3 (Wed)
January 8	January 12	January 16 (Tues)	January 17 (Wed)
January 22	January 26	January 29	January 30
February 5	February 9	February 12	February 13
February 16 (Fri)	February 23	February 26	February 27
March 4	March 8	March 11	March 12
March 18	March 22	March 25	March 26
April 1	April 5	April 8	April 9
April 15	April 19	April 22	April 23
April 29	May 3	May 6	May 7
May 13	May 17	May 20	May 21
May 24 (Fri)	May 31	June 3	June 4
June 10	June 14	June 17	June 18
June 21 (Fri)	June 28	TBD	TBD