

RCSD Accounting Calendar July 2024 – December 2024

Accounts Payable

Activity Fund

Payroll

*Time Sheets

*Bus Reports

*Kronos Approval

*School Absence Report

July 2024
03 Accounts Payable purchase orders due by 4 pm (for payment on 7/17/24)
09 Activity Fund transmittal due by 4 pm
10 Payroll due by 4 pm for pay period 6/03-7/07/24
31 Accounts Payable purchase orders due by 4 pm (for payment on 8/14/24)
31 PAYDAY
August 2024
07 Activity Fund transmittal due by 4 pm
07 Payroll due by 4 pm for pay period 7/08-8/04/24
29 Accounts Payable purchase orders due by 4 pm (for payment on 9/11/24)
30 PAYDAY
September 2024
04 Payroll due by 4 pm for pay period 8/05-9/01/24
09 Activity Fund transmittal due by 4 pm
27 Accounts Payable purchase orders due by 4 pm (for payment on 10/16/24)
30 PAYDAY
October 2024
02 Payroll due by 4 pm for pay period 9/02-9/29/24
04 Activity Fund transmittal due by 4 pm
31 Accounts Payable purchase orders due by 4 pm (for payment on 11/13/24)
31 PAYDAY
November 2024
06 Payroll due by 4 pm for pay period 9/30-11/03/24
07 Activity Fund transmittal due by 4 pm
22 Accounts Payable purchase orders due by 12 NOON (for payment on 12/11/24)
22 PAYDAY
December 2024
04 Payroll due by 4 pm for pay period 11/04-12/01/24
06 Activity Fund transmittal due by 4 pm
19 Accounts Payable purchase orders due by 4 pm (for payment on 1/15/25)
19 PAYDAY

RCSD Accounting Calendar

January 2025 – June 2025

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Accounts Payable

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January 2025
06 Accounts payable purchase orders due by 12 NOON (Utility Bills received during the holidays)
08 Payroll due by 4 pm for pay period 12/02/24-1/05/25
10 Activity Fund transmittal by 4 pm
31 Accounts payable purchase orders due by 4 pm (for payment on 2/12/25)
31 PAYDAY

February 2025
05 Payroll due by 4 pm for pay period 1/06-2/02/25
07 Activity Fund transmittal by 4 pm
28 Accounts Payable purchase orders due by 4 pm (for payment on 3/19/25)
28 PAYDAY

March 2025
05 Payroll due by 4 pm for pay period 2/03-3/02/25
07 Activity Fund transmittal due by 4 pm
28 Accounts Payable purchase orders due by 4 pm (for payment on 4/09/25)
31 PAYDAY

April 2025
07 Activity Fund transmittal due by 4 pm
09 Payroll due by 4 pm for pay period 3/03-4/06/25
30 Accounts Payable purchase orders due by 4 pm (for payment on 5/14/25)
30 PAYDAY

May 2025
07 Activity Fund transmittal due by 4 pm
07 Payroll due by 4 pm for pay period 4/07-5/04/25
30 Accounts Payable purchase orders due by 4 pm (for payment on 6/11/25)
30 PAYDAY

June 2025
04 Payroll due by 4 pm for pay period 5/05-6/01/25
06 Activity Fund transmittal due by 4 pm
13 FINAL Accounts Payable FY25 purchase orders due by 11:30 am (for payment on 6/25/25)
30 PAYDAY