

## Business and Payroll Annual Deadlines

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### **Daily:**

Submit all cash and checks collected at a campus and/or department.  
Post student enrollment/attendance-absences, withdrawals and entries.

### **Weekly:**

Accounts Payable Check Run Cutoff	Every Tuesday – Noon
P-Card and Travel Receipts	Every Friday – Close of Business (COB)

### **Semi-Weekly:**

Times Sheets – Electronic Sign off	Follow Semi-Monthly Pay Date Calendar
Absence from Duty Reports/Frontline	Follow Semi-Monthly Pay Date Calendar

### **Monthly:**

Supplemental Time Sheets	Follow Monthly Pay Date Calendar
Coach Driving Time Sheets	Follow Monthly Pay Date Calendar
Time & Effort Periodic Activity Reports (Federally funded staff-split funded)	5 <sup>th</sup> of the Following Month
Child Nutrition Monthly Lunch Claim	1 <sup>st</sup> of Following Month

### **Six-Week Periods:**

Pupil Attendance & Contract Hours (Signed)	1 Week after close of every 6-week period.
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### **Semi-Annually:**

February 5 <sup>th</sup>	Time and Effort Semi-Annual Certification Form (Fall)
August 5 <sup>th</sup>	Time and Effort Semi-Annual Certification Form (Spring)

### **Annually:**

September 1 <sup>st</sup>	Submit Principal Certification of No-Show Students
September 15 <sup>th</sup>	Submit Staff FTE Summary Report*
September 15 <sup>th</sup>	Submit Stipend List-Assignments**
September 15 <sup>th</sup>	Submit Six (6) Days for Fundraiser Exempt Policy
September 15 <sup>th</sup>	Submit List of all Student Activity Account Officers
September 15 <sup>th</sup>	Submit Conflict of Interest form (CIS) – <i>Supt &amp; Board Only</i>
September 15 <sup>th</sup>	<i>CNP Only:</i> Submit EOY Reports – Inventories, Prepaid Meals at 8/31, Commodity Report and Uncollected Student Debt for Meals.
September 15 <sup>th</sup>	<i>Transportation Only:</i> Submit Annual Mileage Report (9/1-8/31 Beginning and Ending Mileage by Vehicle and Milage Category)
April 1 <sup>st</sup>	Submit Proposed Campus and Department Budgets
April 15 <sup>th</sup>	PO Deadline for Supplies and Equipment
May 15 <sup>th</sup>	PO Deadline for Campus/Student Activity Funds
June 1 <sup>st</sup>	PO Deadline for Summer School Purchases
June 15 <sup>th</sup>	Prepare and transfer PY records to the Records Center

June 15<sup>th</sup>

Documentation related to payments not collected from parents/students for textbooks, library, food service charges, NSF, etc. reported to Business Office.

July 18<sup>th</sup>

PO Deadline for Travel and Budget Amendments

August 25<sup>th</sup>

Submit all cash deposits, invoices, reimbursements, and petty cash for year end.

**As Needed:**

- *Fixed Assets Transfer Forms.* Every time inventory or assets are moved from one room to another. Forms should be submitted to PEIMS Specialist.
- *Petty Cash Reimbursement Forms.* As needed to replenish petty cash. Attach all related petty cash vouchers.
- *Donation Forms.* Upon receipts equal to or greater than \$1,000 requires School Board approval. Forms should be submitted to the CFO for Board action.
- *Budget Amendment Forms* requiring Board approval. Submit to the CFO for Board action One (1) week prior to the Board agenda deadline.
- *Travel Settlements.* Submit Travel Settlement Form and excess cash, if any, within 10 days after the travel event.
- *Staff FTE.* Submit changes due to master schedule or assignment changes, within 5 days of the change.
- *Stipend List.* Submit changes due to termination, new hires, etc., within 5 days of the change.