

Cape Henlopen School District



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FY 2025 FINANCIAL CALENDAR

- 07/15/24** FSF reopens with 100% availability.
- 10/11/24** Personal Reimbursements through September due to Business Office.
- 12/02/24** 70% of all budgets should be expensed or encumbered.
- 01/13/25** Personal Reimbursements through December due to Business Office.
- 04/16/25** Business/Financial Meeting at Lewes Elementary PD Center from 11:00 AM to 1:00 PM.
- 04/17/25** Personal Reimbursements through March due to Business Office.
- 05/02/25** 100% of school building budgets and curriculum budgets must be expensed or encumbered. Send any request(s) to the Teaching and Learning Supervisor and the Director of Finance for approval prior to this date (unless special permission has been received in advance).
- 05/16/25** All PCard transactions must be completed and card use suspended.
- 06/02/25** Resume PCard usage for FY 2025 charges.

In order to meet cut-off dates, please adhere to the following deadlines:

- 05/16/25** All purchase order requests to encumber necessary money to be completed, approved and received by the Business Office.
- 06/13/25** All payment requests to be completed, approved and received by the Business Office.
- 06/13/25** All Personal Reimbursements to be completed, approved and received by the Business Office.
- 06/17/25** Last deposit pick-up day for FY 2025.

Reminders:

- ✓ 28th of each month - PCard statements drop and limit restored.
- ✓ Monthly FSF Processing Cut-off - Up to 5 business days prior to the end of each month (reminder will be sent).
- ✓ Monthly Deposit Cut-off - Up to 5 business days prior to the end of each month (reminder will be sent), deposits must be secured in the building safe.
- ✓ 10th of each month - PCard reconciliations are due.
- ✓ 10th of each month - Building Budget and Student Account reconciliations are due. Email reports to CHSDAccounting@cape.k12.de.us
- ✓ Quarterly Reports are due October 15th, January 15th, April 15th and July 10th. Email reports to Oliver.Gumbs@cape.k12.de.us and CHSDAccounting@cape.k12.de.us
- ✓ Federal grant funds must be obligated by the obligation date and totally expended by the liquidation date to avoid reversion.



CAPE HENLOPEN SCHOOL DISTRICT

2024-2025 PAYROLL SCHEDULE

(Pay Cycles Determined by the State of Delaware)

	Pay Date	Days Covered	12 Month Payroll #	10 Month Payroll #	Attendance Due Date
	07/12/24	06/16/24 - 06/29/24	26	22	06/28/24
12-Month 27th Pay	07/26/24	06/30/24 - 07/13/24	27	23	07/12/24
12-Month Increase	08/09/24	07/14/24 - 07/27/24	1	24	07/26/24
Summer EPER	08/23/24	07/28/24 - 08/10/24	2	25	08/09/24
	09/06/24	08/11/24 - 08/24/24	3	26	08/23/24
10 - Month Increase	09/20/24	08/25/24 - 09/07/24	4	1	09/06/24
	10/04/24	09/08/24 - 09/21/24	5	2	09/20/24
	10/18/24	09/22/24 - 10/05/24	6	3	10/04/24
	11/01/24	10/06/24 - 10/19/24	7	4	10/18/24
	11/15/24	10/20/24 - 11/02/24	8	5	11/01/24
	11/27/24	11/03/24 - 11/16/24	9	6	11/15/24
Fall EPER	12/13/24	11/17/24 - 11/30/24	10	7	11/27/24
	12/27/24	12/01/24 - 12/14/24	11	8	12/13/24
	01/10/25	12/15/24 - 12/28/24	12	9	12/27/24
	01/24/25	12/29/24 - 01/11/25	13	10	01/10/25
	02/07/25	01/12/25 - 01/25/25	14	11	01/24/25
	02/21/25	01/26/25 - 02/08/25	15	12	02/07/25
	03/07/25	02/09/25 - 02/22/25	16	13	02/21/25
Winter EPER	03/21/25	02/23/25 - 03/08/25	17	14	03/07/25
	04/04/25	03/09/25 - 03/22/25	18	15	03/21/25
	04/18/25	03/23/25 - 04/05/25	19	16	04/04/25
	05/02/25	04/06/25 - 04/19/25	20	17	04/18/25
	05/16/25	04/20/25 - 05/03/25	21	18	05/02/25
	05/30/25	05/04/25 - 05/17/25	22	19	05/16/25
Spring EPER	06/13/25	05/18/25 - 05/31/25	23	20	05/30/25
	06/27/25	06/01/25 - 06/14/25	24	21	06/13/25

All paperwork for payroll processing is due by 12 p.m. on the due date. Please note the above dates are subject to change without notice.

Reminders

- ✓ Payroll Deadlines (Attendance Dates)
 - Each pay period - AESOP approvals and reconciliations must be completed by noon
 - Each pay period - All Extra-Time must be entered in the Data Service Center by noon
 - Each pay period - Administrators must review/approve/deny all leave and extra-time request in AESOP and DSC no later than 10 AM on the Monday following the Attendance Due Date
- ✓ Open Enrollment for Benefit Selection
 - Open Enrollment - TBD
 - Open Enrollment meetings at District locations (TBD)
 - Employees MUST have an active/valid My.Delaware.Gov Account and actively participate
- ✓ Extra Pay for Extra Responsibility (EPER) Pay
 - Must have an active and approved EPER contract in DSC to be paid
 - Academic EPER payments are spread
 - Sports EPERs are paid at the end of the season
 - See Calendar for EPER Pay Dates