

# August

## EDP IMPORTANT DATES

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	<b>01</b> PAYROLL CUT OFF; PREPARE JULY FS IF YOU HAD A SUMMER PROGRAM; MANUALLY POST AUG TUITION & REG/INS FEES	<b>02</b>
<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>	<b>08</b> FIRST DAY OF SCHOOL; PAYROLL DUE; JULY FS DUE	<b>09</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> *25-26 FORMS DUE TO INTERNAL AUDIT (SEE NOTES BELOW)	<b>21</b> Assess Monthly Late Payment Fees	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> PAYROLL CUT OFF	<b>30</b>
<b>31</b>	<b>01</b>	<b>Notes:</b> Remember to manually post August tuition charges and reg/ins fees. *25-26 Forms are due to Internal Audit on 8/20: (1) Salary Information Form (2) Site Information Form (3) Emergency Plan - complete plan except for student information sheets (4) Emergency Plan Acknowledgement Form (5) Staff inservice agenda and sign in sheet (There is no form for this. You create your own.) (6) Policies and Procedures Manual Sign off Sheet for Site Director and Bookkeeper.				

# September

## EDP IMPORTANT DATES

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01 NO SCHOOL - LABOR DAY	02 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	03	04	05 PAYROLL DUE	06
07	08	09	10 FINANCIAL STATEMENT DUE	11	12	13
14	15	16	17	18	19	20
21	22	23 ASSESS LATE PAYMENT FEES	24	25	26 PAYROLL CUT OFF	27
28	29	30	01	02	03	04
05	06	Notes:				

# October

# EDP IMPORTANT DATES

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	01 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02	03 PAYROLL DUE	04
05	06	07	08	09 FINANCIAL STATEMENT DUE	10 NO SCHOOL - INSERVICE DAY	11
12	13 NO SCHOOL - FALL BREAK	14 NO SCHOOL - FALL BREAK	15	16	17	18
19	20	21 ASSESS LATE PAYMENT FEES	22	23	24	25
26	27	28	29	30	31 PAYROLL CUT OFF	01
02	03	Notes:				

# November

## EDP IMPORTANT DATES

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	01
02	03 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	04	05	06	07 PAYROLL DUE	08
09	10 FINANCIAL STATEMENT DUE	11 NO SCHOOL - VETERAN'S DAY	12	13	14	15
16	17	18	19	20	21 ASSESS MONTHLY LATE PAYMENT FEES	22
23	24 NO SCHOOL - THANKSGIVING BREAK	25 NO SCHOOL - THANKSGIVING BREAK	26 NO SCHOOL - THANKSGIVING BREAK	27 NO SCHOOL - THANKSGIVING BREAK	28 NO SCHOOL - THANKSGIVING BREAK; PAYROLL CUT OFF	29
30	01	Notes:				

# December

## EDP IMPORTANT DATES

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	01 DO AUTOMATIC CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02	03	04	05 PAYROLL DUE	06
07	08	09	10 FINANCIAL STATEMENT DUE	11	12	13
14	15	16	17	18	19	20
21	22 NO SCHOOL - CHRISTMAS BREAK	23 NO SCHOOL - CHRISTMAS BREAK	24 NO SCHOOL - CHRISTMAS BREAK	25 NO SCHOOL - CHRISTMAS BREAK	26 NO SCHOOL - CHRISTMAS BREAK	27
28	29 NO SCHOOL - CHRISTMAS BREAK	30 NO SCHOOL - CHRISTMAS BREAK	31 NO SCHOOL - CHRISTMAS BREAK	01 NO SCHOOL - CHRISTMAS BREAK	02 NO SCHOOL - CHRISTMAS BREAK	03
04	05	Notes:				

# January

## EDP IMPORTANT DATES

# 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 NO SCHOOL - CHRISTMAS BREAK	30 NO SCHOOL - CHRISTMAS BREAK	31 NO SCHOOL - CHRISTMAS BREAK	01 NO SCHOOL - CHRISTMAS BREAK	02 NO SCHOOL - CHRISTMAS BREAK; PAYROLL CUT OFF	03
04	05 NO SCHOOL - INSERVICE DAY	06 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	07 ASSES LATE PAYMENT FEES FOR DECEMBER	08	09 PAYROLL DUE	10
11	12	13	14	15 FINANCIAL STATEMENT DUE	16	17
18	19 NO SCHOOL - MLK JR DAY	20	21 ASSESS LATE PAYMENT FEES	22	23	24
25	26	27	28	29	30 PAYROLL CUT OFF	31
01	02	Notes:				

# February

## EDP IMPORTANT DATES

# 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	03	04	05	06 PAYROLL DUE	07
08	09	10 FINANCIAL STATEMENT DUE	11	12	13	14
15	16 NO SCHOOL - MARDI GRAS BREAK	17 NO SCHOOL - MARDI GRAS BREAK	18 NO SCHOOL - MARDI GRAS BREAK	19	20	21
22	23 ASSESS LATE PAYMENT FEES	24	25	26	27 PAYROLL CUT OFF	28
01	02	03	04	05	06	07
08	09	Notes:				

March

EDP IMPORTANT DATES

2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	03	04	05	06 PAYROLL DUE	07
08	09	10 FINANCIAL STATEMENT DUE	11	12	13	14
15	16 NO SCHOOL - INSERVICE DAY	17	18	19	20	21
22	23 ASSESS LATE PAYMENT FEES	24	25	26	27 PAYROLL CUT OFF	28
29	30	31	01	02	03	04
05	06	Notes:				



# April

## EDP IMPORTANT DATES

# 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	01 DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02 PAYROLL DUE	03 NO SCHOOL - EASTER BREAK	04
05	06 NO SCHOOL - EASTER BREAK	07 NO SCHOOL - EASTER BREAK	08 NO SCHOOL - EASTER BREAK	09 NO SCHOOL - EASTER BREAK	10 NO SCHOOL - EASTER BREAK	11
12	13	14	15	16	17 FINANCIAL STATEMENT DUE	18
19	20	21 ASSESS LATE PAYMENT FEES	22	23	24	25
26	27	28	29	30	01 PAYROLL CUT OFF	02
03	04	Notes:				

# May

## EDP IMPORTANT DATES

# 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	<b>01</b> PAYROLL CUT OFF; DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	<b>02</b>
<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>	<b>08</b> PAYROLL DUE; FINACIAL STATEMENT DUE	<b>09</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> LAST DAY FOR STUDENTS - HALF DAY	<b>21</b> ASSESS LATE PAYMENT FEES	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b> CLOSED - MEMORIAL DAY	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> PAYROLL CUT OFF	<b>30</b>
<b>31</b>	<b>01</b>	<b>Notes:</b>  If you are not having a summer program, prepare your May financial statement on your last working day in May after you are finished posting all charges/payments for the month. If you are having a summer program, prepare your May fincial statement on your first working day of June as normal.				

# June

## EDP IMPORTANT DATES

# 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01 IF HAVING SUMMER PROGRAM: DO CONTRACT BILLING; PREPARE FINANCIAL STATEMENT	02	03	04	05 PAYROLL DUE	06
07	08	09	10 FINANCIAL STATEMENT DUE	11	12	13
14	15	16	17	18	19 CLOSED - JUNETEENTH	20
21	22	23 ASSESS LATE PAYMENT FEES	24	25	26 PAYROLL CUT OFF	27
28	29	30	01	02 PAYROLL DUE	03	04
05	06	Notes:				

# July

## EDP IMPORTANT DATES

# 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	01 IF HAVING A SUMMER PROGRAM: DO CONTRACT BILLING; PREPARE FS	02 PAYROLL DUE	03 CLOSED - INDEPENDENCE DAY	04
05	06	07	08	09	10 FINANCIAL STATEMENT DUE	11
12	13	14	15	16	17	18
19	20	21 ASSESS LATE PAYMENT FEES	22	23	24	25
26	27	28	29	30	31 PAYROLL CUT OFF; (DUE 8/7)	01
02	03	Notes:				