Cape Henlopen School District

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Department of Finance
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DISTRICT OFFICE
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FY 2026 FINANCIAL CALENDAR

07/14/25	FSF reopens with 100% availability.
10/10/25	Personal Reimbursements through September due to the Business Office.
12/01/25	70% of all budgets should be expensed or encumbered.
01/12/26	Personal Reimbursements through December are due to the Business Office.
04/15/26	Business/Financial Meeting at Lewes Elementary PD Center from 11:00 AM to 1:00 PM.
04/16/26	Personal Reimbursements through March due to the Business Office.
05/01/26	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).
05/15/26	All PCard transactions must be completed, and card use suspended.
06/01/26	Resume PCard usage for FY 2027 charges.

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

05/15/26	All purchase order requests to encumber necessary money to be completed, approved, and received by the Business Office.
06/12/26	All payment requests to be completed, approved, and received by the Business Office.
06/12/26	All Personal Reimbursements to be completed, approved, and received by the Business Office.
06/16/26	Last deposit pick-up day for FY 2026.

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 (a reminder will be sent).
- ✓ Monthly Deposit Cut-off - Up to 5 business days prior to the end of each month (a 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.

The Cape Henlopen School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other categories protected by federal, state, or local law. (El Distrito Escolar Cape Henlopen ofrece oportunidades iguales de empleo y sin discriminación de raza, color, credo, religión, género (incluyendo embarazo, parto y sus condiciones médicas), nacionalidad, ciudadania o ascendencia, edad, discapacidad, estado civil, servicio military(veterano), información genética, orientación sexual, o identidad de género, en contra de víctimas de violencia doméstica, ofensas sexuales, acecho, o bajo cualquier otra categoria protegida por la ley local, estatal, y federal.) Ned Gladfelter, Employee/Student Compliance Officer: OCR/Title IX Office of Human Resources; Amanda Archambault, Student 504 Compliance Officer, 1270 Kings Highway, Lewes, DE 19958.

CAPE HENLOPEN SCHOOL DISTRICT
2025 - 2026 PAYROLL SCHEDULE

(Pay Cycles Determined by the State of Delaware)

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

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.