RCSD Accounting Calendar
July 2026 – December 2026

Accounts Payable

Activity Fund

Payroll
*Time Sheets
*Bus Reports
*Kronos Approval
*School Absence Report

July 2026
01 Payroll due by 4 pm for pay period 6/01-6/28/26
08 Accounts Payable purchase orders due by 4 pm (for payment on 7/22/26)
09 Activity Fund transmittal due by 4 pm
30 Accounts Payable purchase orders due by 4 pm (for payment on 8/12/26)
31 PAYDAY

August 2026
05 Payroll due by 4 pm for pay period 6/29-8/2/26
07 Activity Fund transmittal due by 4 pm
28 Accounts Payable purchase orders due by 4 pm (for payment on 9/09/26)
31 PAYDAY

September 2026
02 Payroll due by 4 pm for pay period 8/03-8/30/26
08 Activity Fund transmittal due by 4 pm
25 Accounts Payable purchase orders due by 4 pm (for payment on 10/14/26)
30 Payroll due by 4 pm for pay period 8/31-9/27/26 **
30 PAYDAY

October 2026
** Payroll due 9/30/26 – see above
02 Activity Fund transmittal due by 4 pm
30 Accounts Payable purchase orders due by 4 pm (for payment on 11/11/26)
30 PAYDAY

November 2026
04 Payroll due by 4 pm for pay period 9/28-11/01/26
06 Activity Fund transmittal due by 4 pm
20 Accounts Payable purchase orders due by 4 pm (for payment on 12/09/26)
30 PAYDAY

December 2026
02 Payroll due by 4 pm for pay period 11/02-11/29/26
07 Activity Fund transmittal due by 4 pm
17 Accounts Payable purchase orders due by NOON (for payment on 1/13/27)
17 PAYDAY

RCSD Accounting Calendar
January 2027 – June 2027
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Accounts Payable

Activity Fund

Payroll
*Time Sheets
*Bus Reports
*Kronos Approval
*School Absence Report

January 2027
05 Accounts payable purchase orders due by 12 NOON (Utility Bills received during the holidays)
06 Payroll due by 4 pm for pay period 11/30/26-1/03/27
08 Activity Fund transmittal by 4 pm
29 Accounts payable purchase orders due by 4 pm (for payment on 2/10/27)
29 PAYDAY

February 2027
03 Payroll due by 4 pm for pay period 1/04-1/31/27
05 Activity Fund transmittal by 4 pm
26 Accounts Payable purchase orders due by 4 pm (for payment on 3/17/27)
26 PAYDAY

March 2027
03 Payroll due by 4 pm for pay period 2/01-2/28/27
05 Activity Fund transmittal due by 4 pm
31 Accounts Payable purchase orders due by 4 pm (for payment on 4/14/27)
31 PAYDAY

April 2027
07 Payroll due by 4 pm for pay period 3/01-4/04/27
07 Activity Fund transmittal due by 4 pm
29 Accounts Payable purchase orders due by 4 pm (for payment on 5/12/27)
30 PAYDAY

May 2027
05 Payroll due by 4 pm for pay period 4/05-5/02/27
07 Activity Fund transmittal due by 4 pm
27 Accounts Payable purchase orders due by 4 pm (for payment on 6/09/27)
28 PAYDAY

June 2027
02 Payroll due by 4 pm for pay period 5/03-5/30/27
07 Activity Fund transmittal due by 4 pm
11 FINAL Accounts Payable FY26 purchase orders due by 11:30 am (for payment on 6/23/27)
30 PAYDAY