

2020-21 Finance Calendar

Fall Semester Timeline

JULY 2020

Jul 4 **Independence Day Holiday**
Jul 8 Timecards Due
Jul 13 Sales Tax Report – 2nd QTR
Jul 15 Employee Mileage Reimb Due
Jul 16 Monthly Leave Balance Report
Jul 22 Timecards Due
Jul 24 Agenda Items Due for Aug Board Mtg
Jul 31 Budget Transfer Forms Due

AUGUST 2020

Aug 5 Timecards Due
Aug 7 & 14 ANNUAL FINANCE ACADEMY MANDATORY
Aug 14 Employee Mileage Reimb Due
Aug 17 Monthly Leave Balance Report
Aug 19 Timecards Due
Aug 20-22 CAMPUS/SPONSOR TRAINING
Aug 21 Agenda Items Due for Sept Board Mtg.
Aug 28 Master Schedules with Student Loads
Aug 28 Textbook Audit Payment Due
Aug 31 Budget Transfer Forms Due

SEPTEMBER 2020

Sep 2 Timecards Due
Sep 7 Labor Day Holiday
Sep 8 Personnel Needs Request (Master Schedule Verification Required)
Sep 8 Enrollment of Non-qualifying Pre- Students (Tuition Fee Must Be Paid)
Sep 15 Employee Mileage Reimb Due
Sep 16 Monthly Leave Balance Report
Sep 23 Timecards Due
Sep 25 Agenda Items Due for Oct Board Mtg.
Sep 28 Federal Entitlement Compliance Report
Sep 30 Budget Transfer Forms Due

OCTOBER 2020

Oct 6 Sales Tax Rreport- 3rd QTR
Oct 7 Timecards due
Oct 9 Employee Mileage Reimb Due
Oct 9 Conflict of Interest Forms Due
Oct 12-16 Intercession
Oct 19 Monthly Leave Balance Report
Oct 19 Agenda Items Due for Nov Board Mtg.
Oct 19 Update Improvement Plans w/Funding & FTE Information
Oct 21 Time Cards Due
Oct 23 Budget Transfer Form Due
Oct 30 PEIMS SNAPSHOT DATE

NOVEMBER 2020

Nov 2 Per Capita Allocation Review
Nov 4 Time Cards Due
Nov 11 Veterans Day Holiday
Nov 11 Time Cards Due
Nov 13 Employee Mileage Reimb Due
Nov 16 Monthly Leave Balance Report
Nov 16 Budget Transfer Forms Due
Nov 16 Agenda Items Due for Dec Board Mtg.
Nov 23-27 Thanksgiving Holiday Break

DECEMBER 2020

Dec 1 Budget Expenditure Review Federal Entitlements –SCE, GT, CTE, SPED & LEP Funds (65% Expended)
Dec 2 Timecards Due
Dec 9 Timecards Due
Dec 11 Agenda Items Due for Jan Board Mtg.
Dec 15 Employee Mileage Reimb Due
Dec 16 Monthly Leave Balance Report
Dec 18 Semester Campus FR Recaps
Dec 18 Budget Transfer Forms Due
Dec 21-31 Winter Holiday Break

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Spring Semester Timeline

JANUARY 2021

- Jan 1** Winter Holiday Break
- Jan 6 Timecards Due
- Jan 13 Sales Tax Report – 4th Quarter
- Jan 15 Employee Mileage Reimb Due
- Jan 18** Martin Luther King Holiday
- Jan 19 Monthly Leave Balance Report
- Jan 19 Budget/Expenditure Reviews of Spending Requirements
- Jan 20 Timecards Due
- Jan 22 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
- Jan 22 Agenda Items Due for Feb Board Mtg
- Jan 25 Update Improvement Plans w/Funding & FTE Information (Mid-Year Review)
- Jan 28-31 Campus Needs Assessments (Personnel Needs for 2021-2022 School Year)
- Jan 29 Budget Transfer Forms Due
- Jan 29 Federal Entitlements & SCE (Funds 2xx, 185) Last Day to submit purchase requisitions for controlled/capital assets (6397, 6398, 6600s)
- Jan 29 Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (85% Expended)
- Jan 29 Semi Annual Certifications (Fall Semester) Due

FEBRUARY 2021

- Feb 3 Timecard Due
- Feb 12 Employee Mileage Reimb Due
- Feb 15** President's Day Holiday
- Feb 16 Monthly Leave Balance Report
- Feb 17 Timecard Due
- Feb 19 Agenda Items Due for Mar Board Mtg
- Feb 23 Budget Transfer Forms Due
- Feb 26 Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (100% Operating accounts expended and submit plan or budget for 6100s & 6400s)

MARCH 2021

- Mar 3 Timecards Due
- Mar 5 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
- Mar 12 Employee Mileage Reimb. Due
- Mar 15-19** Spring Break Holiday
- Mar 22 Monthly Leave Balance Report
- Mar 24 Timecards Due
- Mar 26 Agenda Items Due for Apr Board Mtg.
- Mar 26** 2021 – 2022 BUDGET PREPARATION WORKSHOP – MANDATORY
- Mar 31 Budget Transfer Forms Due

APRIL 2021

- Apr 2** Holiday
- Apr 7 Timecards Due
- Apr 13 Sales Tax Report – 1st Quarter
- Apr 15 Employee Mileage Reimb. Due
- Apr 15 Last day to Submit Purchase Requisitions for Funds 101, 185, 199 with Class Objects 6300 & 6600
- Apr 16 Monthly Leave Balance Report
- Apr 21 Timecards Due
- Apr 23 Agenda Items Due for May Board Mtg
- Apr 30 Budget Transfer Forms Due

MAY 2021

- May 3** END OF YEAR FINANCE
- May 5 Timecards Due
- May 14 Last Day for CAMPUSES to Submit Purchase Requisitions for Funds 185, 196, 199 w/Class Objects 6200 & 6400
- May 14 Employee Mileage Reimb Due
- May 31 Last Day for Campus FR Activities
- May 17 Monthly Leave Balance Report
- May 19 Timecards Due
- May 21 Agenda Items Due for June Board Mtg
- May 28 Budget Transfer Forms Due
- May 28 Update Improvement Plans w/ Funding & FTE Information (Final)
- May 28 Last Day to Submit Purchase Requisitions for ALL FUNDS
- May 31** Memorial Day

JUNE 2021

- Jun 2 Timecards Due
- Jun 4 Semi-Annual Certifications (Spring Semester) Due to External Funding Office
- Jun 8** Last Day of School (Students)
- Jun 9 Spring Semester FR Activity Recaps Due
- Jun 10 Last day to submit Warehouse Requisitions
- Jun 15 Final Year End Petty Cash Recap
- Jun 15 Employee Mileage Reimb Due
- Jun 16 Monthly Leave Balance Report
- Jun 16 Timecards Due
- Jun 17 Federal Entitlement 2021-2022 Application Draft Due to External Funding Office
- Jun 18 Agenda Items Due for July Board Mtg
- Jun 30 Fiscal Year 2021 End

ACCOUNTS PAYABLE WEEKLY TIMELINES

Tuesday	Fuel Logs Due
Friday	PO Change/Cancellation Forms
Friday	Documentation for Check Request

LEGEND

- ◆ Due to Payroll Office
- ◆ Due to Accounting Office
- ◆ Due to Accounts Payable Office
- ◆ Due to External Funding Office
- ◆ Due to Purchasing Office
- ◆ Due to Travel Office
- ◆ Holiday
- ◆ TRAINING

