

# 2016-17 Finance Calendar

## Fall Semester Timeline

### JULY 2016

- Jul 1 Fiscal Year 2014 Start Date
- Jul 2 Time Cards Due
- Jul 4 Independence Day Holiday
- Jul 13 Timecards Due
- Jul 15 Employee Mileage Reimb Due
- Jul 17 Monthly Leave Balance Report
- Jul 17 Federal Entitlement Compliance Report
- Jul 27 Timecards Due
- Jul 29 Budget Transfer Forms Due

### AUGUST 2016

- Aug 5 ANNUAL FINANCE ACADEMY MANDATORY
- Aug 10 Timecards Due
- Aug 15 Employee Mileage Reimb Due
- Aug 15 Open PO Report Review Due
- Aug 15 Master Schedules with Student Loads
- Aug 16 Monthly Leave Balance Report
- Aug 19 Budget Transfer Forms Due
- Aug 19 Last Day to Submit PR's for Federal Entitlements – FY16 (Funds 211, 212, 224, 225, 255, 263)
- Aug 15-19 SPONSOR FUNDRAISING ONLINE TRAINING
- Aug 18 Agenda Items Due for Sept Board Mtg.
- Aug 24 Timecards Due
- Aug 26 Master Schedule with Student Loads
- Aug 29 Textbook Audit Payment Due

### SEPTEMBER 2016

- Sep 5 Labor Day Holiday
- Sep 1 Personnel Needs Request (Master Schedule Verification Required)
- Sep 8 Timecards Due
- Sep 9 Enrollment of Non-qualifying Pre- Students (Tuition Fee Must Be Paid)
- Sep 12 Fall Semester Campus FR Activity Plan Due
- Sep 15 Employee Mileage Reimb Due
- Sep 15 Open PO Report Review Due
- July PO's without notations – CLOSED
- Sep 16 Monthly Leave Balance Report
- Sep 23 Budget Transfer Forms Due
- Sep 23 Agenda Items Due for Oct Board Mtg.

### OCTOBER 2016

- Oct 7 Sales Tax Report – 3<sup>rd</sup> Quarter
- Oct 12 Timecards Due
- Oct 14 Employee Mileage Reimb Due
- Oct 15 Conflict of Interest Forms Due
- Oct 15 Aug PO's without notations - CLOSED
- Oct 15 Open PO Report Review Due
- Oct 17 Monthly Leave Balance Report
- Oct 17 SPONSOR ONLINE FUNDRAISING TRAINING (FOR THE FALL SEMESTER)
- Oct 26 Time Cards Due
- Oct 28 Budget Transfer Form Due
- Oct 21 Agenda Items Due for Nov Board Mtg.
- Oct 28 Update Improvement Plans w/Funding & FTE information
- Oct 29 PEIMS SNAPSHOT DATE

### NOVEMBER 2016

- Nov 4 Per Capita Allocation Review
- Nov 9 Time Cards Due
- Nov 14 Open PO Report Review
- Nov 14 Documentation due to AP for check requests needed by Nov 21, 2016
- Nov 15 Employee Mileage Reimb Due
- Nov 15 Sep PO's without notations - CLOSED
- Nov 16 Monthly Leave Balance Report
- Nov 17 Budget Transfer Forms Due
- Nov 18 Agenda Items Due for Dec Board Mtg.
- Nov 21-25 Thanksgiving Holiday Break
- Nov 30 Timecards Due

### DECEMBER 2016

- Dec 3 Stipend Evaluation Forms Due to HR (Fall Semester)
- Dec 5 Documentation due to AP for check requests needed by Dec. 19, 2016
- Dec 5 Semester Campus FR Activity Recaps Due
- Dec 05 Budget Expenditure Review Federal Entitlements –SCE, GT, CTE, SPED & LEP Funds (65% Expended)
- Dec 07&14 Timecards Due
- Dec 15 Oct PO's without notations -Closed
- Dec 15 Semester Campus FR Recaps
- Dec 15 Open PO Report Review Due
- Dec 15 Employee Mileage Reimb Due
- Dec 16 Monthly Leave Balance Report
- Dec 16 Budget Transfer Forms Due
- Dec 19 Agenda Items Due for Jan Board Mtg.
- Dec 22-31 Winter Holiday Break



## Canutillo ISD 2016-17 School Calendar Calendario Escolar

- Legend/Claves**
- Staff Development/Work Days/Días de desarrollo profesional
  - Holiday/District Closure/Día Festivo/Distrito Cerrado
  - Teacher Work Days/Días hábiles para maestros
  - Campus Staff Development Days/Días de desarrollo profesional
  - District Staff Development Days/Salida temprana
  - Early Release/Salida temprana
  - STAAR Testing/Día de Examen
  - TAKS Testing/Día de Examen
  - First Day of School/Primer Día de Escuela
  - Semester Begins/Comienza el Semestre
  - Semester Ends/Termina el Semestre
  - Parent/Teacher Conference/Conferencia de Padres y Maestros

- Holidays/Días Festivos y de Desayuno**
- Independence Day/Día de Independencia 7/4
  - Labor Day/Día del trabajo 9/5
  - Veterans Day/Día de veterano 11/11
  - Thanksgiving Break/Vacaciones de Otoño 11/21 - 11/25
  - Winter Break/Vacaciones de Invierno 12/22 - 1/4
  - Marlin Luther King Day/Día de Martin Luther King 1/16
  - Presidents' Day/Día de los Presidentes 2/20
  - Spring Break/Vacaciones de Primavera 3/13 - 3/17
  - Holiday/Día Festivo 4/14
  - Memorial Day/Día de Conmemoración de los Caídos 5/29
  - Make-up Days/Días de recuperación de clases 11/21 & 6/9
  - Summer School Begins/Comienza Escuela de Verano 6/9

- Six Weeks Reporting Periods  
Periodo de calificaciones de 6 semanas**
- 1st 6-Weeks/Primera 6 semanas 8/22 - 9/23
  - 2nd 6-Weeks/Segunda 6 semanas 9/26 - 10/28
  - 3rd 6-Weeks/Tercera 6 semanas 10/31 - 12/21
  - 4th 6-Weeks/Cuarta 6 semanas 1/9 - 2/24
  - 5th 6-Weeks/Quinta 6 semanas 2/27 - 4/21
  - 6th 6-Weeks/Sexta 6 semanas 4/24 - 6/6

- Parent Teacher Conference  
Conferencia de Padres y Maestros**
- Fall/Otoño 11/1-11/3
  - Spring/Primavera 2/28-3/2
  - (All Students Released 11:30 a.m. on Conference Day)  
(Todos estudiantes saldrán a las 11:30 a.m. en su día conferencia)

- Early Release Dates/Salida Temprana**
- Elementary School Students/Estudiantes de primaria 11/1
  - High School Students/Estudiantes de preparatoria 11/2
  - Middle School Students/Estudiantes de secundaria Students & P/T Staff/Estudiantes y personal P/T 11/4
  - Elementary School Students/Estudiantes de primaria High School Students/Estudiantes de preparatoria 2/28
  - Middle School Students/Estudiantes de secundaria Students & P/T Conf. Staff/Estudiantes y personal P/T 3/3
  - All Students/Todos los estudiantes 6/6

- Early Release Times/Horario de salida temprana**
- Elementary School/Primaria 11:30 a.m.
  - Middle School/Secundaria 12:00 p.m.
  - High School/Preparatoria 12:30 p.m.

- Staff Development/Work Days/Días de desarrollo profesional/ 7  
Total Teacher Contract/ Total de Días de Instrucción 187

| JULY/JULIO 2016 |    |    |    |    | JANUARY/ENERO 2017 |    |    |    |    |
|-----------------|----|----|----|----|--------------------|----|----|----|----|
| M               | T  | W  | T  | F  | M                  | T  | W  | T  | F  |
|                 |    |    |    | 1  | 2                  | 3  | 4  | 5  | 6  |
| 4               | 5  | 6  | 7  | 8  | 9                  | 10 | 11 | 12 | 13 |
| 11              | 12 | 13 | 14 | 15 | 16                 | 17 | 18 | 19 | 20 |
| 18              | 19 | 20 | 21 | 22 | 23                 | 24 | 25 | 26 | 27 |
| 25              | 26 | 27 | 28 | 29 | 30                 | 31 |    |    |    |

| AUGUST/AGOSTO 2016 |    |    |    |    | FEBRUARY/FEBRERO 2017 |    |    |    |    |
|--------------------|----|----|----|----|-----------------------|----|----|----|----|
| M                  | T  | W  | T  | F  | M                     | T  | W  | T  | F  |
| 1                  | 2  | 3  | 4  | 5  |                       |    | 1  | 2  | 3  |
| 8                  | 9  | 10 | 11 | 12 | 6                     | 7  | 8  | 9  | 10 |
| 15                 | 16 | 17 | 18 | 19 | 13                    | 14 | 15 | 16 | 17 |
| 22                 | 23 | 24 | 25 | 26 | 20                    | 21 | 22 | 23 | 24 |
| 29                 | 30 | 31 |    |    | 27                    | 28 |    |    |    |

| SEPTEMBER/SEPTIEMBRE 2016 |    |    |    |    | MARCH/MARZO 2017 |    |    |    |    |
|---------------------------|----|----|----|----|------------------|----|----|----|----|
| M                         | T  | W  | T  | F  | M                | T  | W  | T  | F  |
|                           |    |    | 1  | 2  |                  |    | 1  | 2  | 3  |
| 5                         | 6  | 7  | 8  | 9  | 6                | 7  | 8  | 9  | 10 |
| 12                        | 13 | 14 | 15 | 16 | 13               | 14 | 15 | 16 | 17 |
| 19                        | 20 | 21 | 22 | 23 | 20               | 21 | 22 | 23 | 24 |
| 26                        | 27 | 28 | 29 | 30 | 27               | 28 | 29 | 30 | 31 |

| OCTOBER/OCTUBRE 2016 |    |    |    |    | APRIL/ABRIL 2017 |    |    |    |    |
|----------------------|----|----|----|----|------------------|----|----|----|----|
| M                    | T  | W  | T  | F  | M                | T  | W  | T  | F  |
| 3                    | 4  | 5  | 6  | 7  | 3                | 4  | 5  | 6  | 7  |
| 10                   | 11 | 12 | 13 | 14 | 10               | 11 | 12 | 13 | 14 |
| 17                   | 18 | 19 | 20 | 21 | 17               | 18 | 19 | 20 | 21 |
| 24                   | 25 | 26 | 27 | 28 | 24               | 25 | 26 | 27 | 28 |
| 31                   |    |    |    |    |                  |    |    |    |    |

| NOVEMBER/NOVIEMBRE 2016 |    |    |    |    | MAY/MAYO 2017 |    |    |    |    |
|-------------------------|----|----|----|----|---------------|----|----|----|----|
| M                       | T  | W  | T  | F  | M             | T  | W  | T  | F  |
| 1                       | 2  | 3  | 4  | 5  | 1             | 2  | 3  | 4  | 5  |
| 7                       | 8  | 9  | 10 | 11 | 8             | 9  | 10 | 11 | 12 |
| 14                      | 15 | 16 | 17 | 18 | 15            | 16 | 17 | 18 | 19 |
| 21                      | 22 | 23 | 24 | 25 | 22            | 23 | 24 | 25 | 26 |
| 28                      | 29 | 30 |    |    | 29            | 30 | 31 |    |    |

| DECEMBER/DICIEMBRE 2016 |    |    |    |    | JUNE/JUNIO 2017 |    |    |    |    |
|-------------------------|----|----|----|----|-----------------|----|----|----|----|
| M                       | T  | W  | T  | F  | M               | T  | W  | T  | F  |
|                         |    |    | 1  | 2  |                 |    |    | 1  | 2  |
| 5                       | 6  | 7  | 8  | 9  | 5               | 6  | 7  | 8  | 9  |
| 12                      | 13 | 14 | 15 | 16 | 12              | 13 | 14 | 15 | 16 |
| 19                      | 20 | 21 | 22 | 23 | 19              | 20 | 21 | 22 | 23 |
| 26                      | 27 | 28 | 29 | 30 | 26              | 27 | 28 | 29 | 30 |

\*Test dates are subject to change, log on to <http://www.tea.state.tx.us/student-assessment/calendars/> for updates.

Rev: 6/27/16



# 2016-17 Finance Calendar

## Spring Semester Timeline

### JANUARY 2017

- Jan 1 - 4 Winter Holiday Break
- Jan 9 Sales Tax Report – 4th Quarter
- Jan 11 Timecards Due
- Jan 13 Budget/Expenditure Reviews of Spending Requirements
- Jan 13 Employee Mileage Reimb Due
- Jan 13 Nov PO's without notations- CLOSED
- Jan 15 Open PO Report Review Due
- Jan 15 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
- Jan 17 Monthly Leave Balance Report
- Jan 19 SEMI-ANNUAL FINANCE REVIEW WORKSHOP – MANDATORY
- Jan 19 Martin Luther King Holiday
- Jan 20 Agenda Items Due for Feb Board Mtg
- Jan 25 Timecards Due
- Jan 27 Budget Transfer Forms Due
- Jan 28-31 Campus Needs Assessments (Personnel Needs for 2016-2017 School Year)
- Jan 27 Update Improvement Plans w/Funding & FTE Information (Mid-Year Review)
- Jan 27 Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (85%Expended)

### FEBRUARY 2017

- Feb 5 2017 – 2018 BUDGET PREPARATION WORKSHOP - MANDATORY
- Feb 8 Timecard Due
- Feb 15 FUNDRAISING SPONSOR ONLINE TRAINING (SPRING SEMESTER)
- Feb 15 Employee Mileage Reimb Due
- Feb 15 Dec PO's without notations- CLOSED
- Feb 15 Open PO Report Review Due
- Feb 16 Monthly Leave Balance Report
- Feb 17 Agenda Items Due for Mar Board Mtg
- Feb 22 Timecards Due
- Feb 24 Budget Transfer Forms Due
- Feb 24 Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (100% Operating Accounts Expended and a submit plan or budget for 6100s)
- Feb 27 Documentation Due to Accounts Payable for check requests needed by 3/5/17

### MARCH 2017

- Mar 13-17 Spring Break Holiday
- Mar 8 Timecards Due
- Mar 10 Employee Mileage Reimb. Due
- Mar 10 Open PO Report Review Due
- Mar 10 Jan PO's without notations – CLOSED
- Mar 10 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
- Mar 16 Monthly Leave Balance Report
- Mar 23 Budget Transfer Forms Due
- Mar 24 Agenda Items Due for Apr Board Mtg.
- Mar 29 Timecards Due
- Mar 31 Last Day for CAMPUSES to Submit Purchase Requisitions for Funds 185, 196, 199 with Class Objects

### APRIL 2017

- April 3 Good Friday Holiday
- Apr 12 Timecards Due
- Apr 10 Sales Tax Report – 1st Quarter
- Apr 14 Employee Mileage Reimb. Due
- Apr 14 Feb PO's without notations – CLOSED
- Apr 15 Open PO Report Review Due
- Apr 15 Timecards Due
- Apr 17 Monthly Leave Balance Report
- Apr 21 Agenda Items Due for May Board Mtg
- Apr 26 Timecards Due
- Apr 29 Budget Transfer Forms Due
- Apr 30 Last Day for DEPARTMENTS to Submit Purchase Requisitions for Funds 101, 185, 196, 199 with Class Objects 6300 & 6600

### MAY 2017

- May 5 END OF YEAR FINANCE
- May 8 Last Day for CAMPUSES to Submit Purchase Requisitions for Funds 185, 196, 199 w/Class Objects 6200 & 6400
- May 10 Timecards Due
- May 15 Employee Mileage Reimb Due
- May 15 Monthly Leave Balance Report
- May 15 Mar/Apr PO's without notations – CLOSED
- May 15 Open PO Report Review Due
- May 15 Last Day for Campus FR Activities
- May 19 Stipend Evaluation Forms Due to Human Resources (Spring Semester)
- May 24 Timecards Due
- May 25 Memorial Day Holiday
- May 26 Agenda Items Due for June Board Mtg
- May 27 Budget Transfer Forms Due
- May 30 Update Improvement Plans w/ Funding & FTE Information (Final)
- May 31 Spring Semester FR Activity Recaps Due

### JUNE 2017

- Jun 1 All Change Funds Due
- Jun 5 Last Day to Submit Purchase Requisitions for ALL FUNDS
- Jun 6 Last Day of School (Students)
- Jun 9 Semi-Annual Certifications (Spring Semester) Due to External Funding Office
- Jun 15 Last day to submit Warehouse Req
- Jun 15 Employee Mileage Reimb Due
- Jun 15 May PO's without notations – CLOSED
- Jun 15 All Master, Office, and Sponsor Receipt Books due to Accountants
- Jun 14 Timecards Due
- Jun 15 Federal Entitlement 2016-2017 Application Draft Due to External Funding Office
- Jun 16 Monthly Leave Balance Report
- Jun 19 Final Year End Petty Cash Recap
- Jun 30 Fiscal Year 2016 End Date

### 2016 - 2017 CANUTILLO ISD PAY AND ABSENCE POSTING SCHEDULE

| 2016      |                     |                |          |          | 2017      |                     |                |          |          |
|-----------|---------------------|----------------|----------|----------|-----------|---------------------|----------------|----------|----------|
| Pay Dates | Days Covered        | T/C Print Date | Due Date | ACH Date | Pay Dates | Days Covered        | T/C Print Date | Due Date | ACH Date |
| Fri       | 06/12/16 - 06/18/16 |                |          |          | Fri       |                     |                |          |          |
| July 15   | 06/19/16 - 06/25/16 | 06/27/16       | 06/29/16 | 07/13/16 | Jan 13    | 12/04/16 - 12/10/16 | 12/12/16       | 12/14/16 | 01/11/17 |
| Fri       | 06/26/16 - 07/02/16 |                |          |          |           |                     |                |          |          |
| July 29   | 07/03/16 - 07/09/16 | 07/11/16       | 07/13/16 | 07/27/16 |           | 12/11/16 - 12/17/16 |                |          |          |
| Mon       | 07/10/16 - 07/16/16 |                |          |          | Tues      | 12/18/16 - 12/24/16 |                |          |          |
| Aug 15    | 07/17/16 - 07/23/16 | 07/25/16       | 07/27/16 | 08/11/16 | Jan 31    | 12/25/16 - 12/31/16 |                |          |          |
| Wed       | 07/24/16 - 07/30/16 |                |          |          | Feb 15    | 01/01/17 - 01/07/17 | 01/09/17       | 01/11/17 | 01/27/17 |
| Aug 31    | 07/31/16 - 08/06/16 | 08/08/16       | 08/10/16 | 08/29/16 | Wed       | 01/08/17 - 01/14/17 |                |          |          |
| Thur      | 08/07/16 - 08/13/16 |                |          |          | Feb 15    | 01/15/17 - 01/21/17 | 01/23/17       | 01/25/17 | 02/13/17 |
| Sept 15   | 08/14/16 - 08/20/16 | 08/22/16       | 08/24/16 | 09/13/16 | Tues      | 01/22/17 - 01/28/17 |                |          |          |
| Fri       | 08/21/16 - 08/27/16 |                |          |          | Feb 28    | 01/29/17 - 02/04/17 | 02/06/17       | 02/08/17 | 02/24/17 |
| Sept 30   | 08/28/16 - 09/03/16 | 09/06/16       | 09/08/16 | 09/28/16 | Fri       | 02/05/17 - 02/11/17 |                |          |          |
|           | 09/04/16 - 09/10/16 |                |          |          | Mar 10    | 02/12/17 - 02/18/17 | 02/21/17       | 02/22/17 | 03/08/17 |
| Fri       | 09/11/16 - 09/17/16 |                |          |          | Fri       | 02/19/17 - 02/25/17 |                |          |          |
| Oct 14    | 09/18/16 - 09/24/16 | 09/26/16       | 09/28/16 | 10/12/16 | Mar 31    | 02/26/17 - 03/04/17 | 03/06/17       | 03/08/17 | 03/29/17 |
| Mon       | 09/25/16 - 10/01/16 |                |          |          |           | 03/05/17 - 03/11/17 |                |          |          |
| Oct 31    | 10/02/16 - 10/08/16 | 10/10/16       | 10/12/16 | 10/27/16 | Thurs     | 03/12/17 - 03/18/17 |                |          |          |
| Fri       | 10/09/16 - 10/15/16 |                |          |          | Apr 13    | 03/19/17 - 03/25/17 | 03/27/17       | 03/29/17 | 04/11/17 |
| Nov 15    | 10/16/16 - 10/22/16 | 10/24/16       | 10/26/16 | 11/10/16 | Fri       | 03/26/17 - 04/01/17 |                |          |          |
| Wed       | 10/23/16 - 10/29/16 |                |          |          | Apr 28    | 04/02/17 - 04/08/17 | 04/10/17       | 04/12/17 | 04/26/17 |
| Nov 30    | 10/30/16 - 11/05/16 | 11/07/16       | 11/09/16 | 11/28/16 | Mon       | 04/09/17 - 04/15/17 |                |          |          |
|           | 11/06/16 - 11/12/16 |                |          |          | May 15    | 04/16/17 - 04/22/17 | 04/24/17       | 04/26/17 | 05/11/17 |
| Dec 09    | 11/13/16 - 11/19/16 |                |          |          | Wed       | 04/23/17 - 04/29/17 |                |          |          |
|           | 11/20/16 - 11/26/16 | 11/28/16       | 11/30/16 | 12/07/16 | May 31    | 04/30/17 - 05/06/17 | 05/08/17       | 05/10/17 | 05/26/17 |
| Wed       |                     |                |          |          | Thurs     | 05/07/17 - 05/13/17 |                |          |          |
| Dec 21    | 11/27/16 - 12/03/16 | 12/05/16       | 12/07/16 | 12/19/16 | Jun 15    | 05/14/17 - 05/20/17 | 05/22/17       | 05/24/17 | 06/13/17 |
|           |                     |                |          |          |           | 05/21/17 - 05/27/17 |                |          |          |
|           |                     |                |          |          | Fri       | 05/28/17 - 06/03/17 |                |          |          |
|           |                     |                |          |          | Jun 30    | 06/04/17 - 06/10/17 | 06/12/17       | 06/14/17 | 06/28/17 |

#### ACCOUNTS PAYABLE WEEKLY TIMELINES

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

#### LEGEND

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

#### FINANCIAL SERVICES DIVISION Director Financial Services

|                              |                               |
|------------------------------|-------------------------------|
| <b>Accounting Department</b> |                               |
| Maricela Ortiz 7445          | maortiz@canutillo-isd.org     |
| Laura Dorado 7412            | ldorado@canutillo-isd.org     |
| <b>External Funding</b>      |                               |
| Luis Guerra 7497             | lguerra@canutillo-isd.org     |
| <b>Purchasing</b>            |                               |
| Veronica Campbell 7426       | vcampbell@canutillo-isd.org   |
| Claudia Morales 7430         | cymorales@canutillo-isd.org   |
| <b>Payroll Department</b>    |                               |
| Michelle Hernandez 7431      | mihernandez@canutillo-isd.org |
| Lucia Gomez 7432             | lgomez@canutillo-isd.org      |
| <b>Accounts Payable</b>      |                               |
| Corina Heredia 7421          | cheredia@canutillo-isd.org    |
| Mambriz Ambriz 7420          | mambriz@canutillo-isd.org     |
| <b>Travel</b>                |                               |
| Savia De Lara 7429           | sdelara@canutillo-isd.org     |
| <b>Finance Clerk</b>         |                               |
| Laura Leos 7570              | lleos@canutillo-isd.org       |

