

2019-20 FinanceCalendar Fall Semester Timeline

JULY 2019

Jul 1 Fiscal Year 2020 Start Date
 Jul 1-5 **Summer Break**
 Jul 9 Timecards Due
 Jul 15 Employee Mileage Reimb Due
 Jul 16 Monthly Leave Balance Report
 Jul 17 Timecards Due
 Jul 25 Agenda Items Due for Aug Board Meeting
 Jul 29 Budget Transfer Forms Due
 Jul 31 Timecards Due

AUGUST 2019

Aug 5-9 **CAMPUS/SPONSOR TRAINING**
 Aug 9 **ANNUAL FINANCE ACADEMY**
MANDATORY
 Aug 15 Employee Mileage Reimb Due
 Aug 16 Monthly Leave Balance Report
 Aug 16 Last Day to Submit PR's for Federal Entitlements – FY19 (Funds 211, 212, 224, 225, 255, 263)
 Aug 16 Master Schedules with Student Loads
 Aug 21 Timecards Due
 Aug 23 Agenda Items Due for Sept Board Mtg.
 Aug 29 Textbook Audit Payment Due
 Aug 30 Budget Transfer Forms Due

SEPTEMBER 2019

Sep 2 **Labor Day Holiday**
 Sep 3 Personnel Needs Request (Master Schedule Verification Required)
 Sep 4 Time Cards Due
 Sep 6 Enrollment of Non-qualifying Pre-Students (Tuition Fee Must Be Paid)
 Sep 13 Employee Mileage Reimb Due
 Sep 13 Per Capita Allocation Review
 Sep 16 Monthly Leave Balance Report
 Sep 16 Perkins Program Effectiveness Rpt
 Sep 18 Time Cards Due
 Sep 20 Agenda Items Due for October Board Meeting
 Sep 27 Budget Transfer Forms Due
 Sep 30 Federal Entitlement Compliance Report

OCTOBER 2019

Oct 2 Timecards Due
 Oct 11 Sales Tax Report-3rd Quarter
 Oct 15 Employee Mileage Reimb Due
 Oct 15 Conflict of Interest Forms Due
 Oct 16 Monthly Leave Balance Report
 Oct 19 Update Improvement Plans w/Funding & FTE Information
 Oct 23 Time Cards Due
 Oct 25 Agenda Items Due for Nov Board Mtg
 Oct 25 PEIMS SNAPSHOT DATE
 Oct 31 Budget Transfer Form Due

NOVEMBER 2019

Nov 6 Time Cards Due
 Nov 8 Agenda Items Due for Dec Board Mtg.
 Nov 11 **Veterans Day Holiday**
 Nov 13 Timecards Due
 Nov 15 Employee Mileage Reimb Due
 Nov 15 Budget Transfer Forms Due
 Nov 18 Monthly Leave Balance Report
 Nov 25-29 **Thanksgiving Holiday Break**

DECEMBER 2019

Dec 4 Timecards Due
 Dec 5 Budget Expenditure Review Federal Entitlements –SCE, GT, CTE, SPED & LEP Funds (65% Expended)
 Dec 11 Timecards Due
 Dec 13 Agenda Items Due for Jan Board Mtg.
 Dec 13 Employee Mileage Reimb Due
 Dec 16 Monthly Leave Balance Report
 Dec 19 Budget Transfer Forms Due
 Dec 23-31 **Winter Holiday Break**

2019-20 Finance Calendar Spring Semester Timeline

JANUARY 2020

Jan 1 - 3 **Winter Holiday Break**
 Jan 8 Timecards Due
 Jan 10 Sales Tax Report –4th Quarter
 Jan 15 Employee Mileage Reimb Due
 Jan 16 Monthly Leave Balance Report
 Jan 17 Budget/Expenditure Reviews of Spending Requirements
 Jan 20 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
 Jan 20 **Martin Luther King Holiday**
 Jan 22 Timecards Due
 Jan 24 Agenda Items Due for Feb Board Mtg
 Jan 24 Budget Transfer Forms Due
 Jan 25 Update Improvement Plans w/Funding & FTE Information (Mid-Year Review)
 Jan 25 Federal Entitlements & SCE (Funds 2xx, 185) Last Day to submit purchase requisitions for controlled/capital assets (6397, 6398, 6600s)
 Jan 28-31 Campus Needs Assessments (Personnel Needs for 2019-2020 School Year)
 Jan 31 Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (85%Expended)
 Jan 31 Semi Annual Certifications (Fall Semester) Due

FEBRUARY 2020

Feb 5 Timecard Due
 Feb 11 2020 – 2021 BUDGET PREPARATION WORKSHOP – MANDATORY
 Feb 14 Employee Mileage Reimb Due
 Feb 17 Presidents' Day Holiday
 Feb 18 Monthly Leave Balance Report
 Feb 19 Timecards Due
 Feb 21 Agenda Items Due for Mar Board Mtg
 Feb 21 Budget Transfer Forms Due
 Feb 22 Budget Expenditure Review Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (100% Operating accounts expended and submit plan or budget for 6100s)

MARCH 2020

Mar 4 Timecards Due
 Mar 8 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
 Mar 13 Employee Mileage Reimb Due
 Mar 13 Agenda Items Due for Apr Board Mtg
 Mar 16-20 **Spring Break Holiday**
 Mar 23 Monthly Leave Balance Report
 Mar 23 Budget Transfer Forms Due
 Mar 25 Timecards Due

APRIL 2020

Apr 8 Timecards Due
 Apr 9 Sales Tax Report – 1st Quarter
 Apr 10 **Spring Holiday**
 Apr 15 Employee Mileage Reimb. Due
 Apr 15 Last day to Submit Purchase Requisitions for Funds 101, 185, 196, 199 with Class Objects 6300 & 6600
 Apr 16 Monthly Leave Balance Report
 Apr 17 Agenda Items Due for May Board Mtg
 Apr 22 Timecards Due
 Apr 27 Budget Transfer Forms Due

MAY 2020

May 3 END OF YEAR FINANCE
 May 6 Timecards Due
 May 8 Last Day for CAMPUSES to Submit Purchase Requisitions for Funds 185, 196, 199 w/Class Objects 6200 & 6400
 May 15 Employee Mileage Reimb Due
 May 15 Last Day for Campus FR Activities
 May 18 Monthly Leave Balance Report
 May 20 Timecards Due
 May 22 Budget Transfer Forms Due
 May 22 Spring Semester FR Activity Recaps Due
 May 22 Last Day of School (Students)
 May 22 Agenda Items Due for June Board Mtg
 May 25 **Memorial Day Holiday**
 May 31 Update Improvement Plans w/ Funding & FTE Information (Final)

JUNE 2020

Jun 3 Timecards Due
 Jun 5 Last Day to Submit Purchase Requisitions for ALL FUNDS
 Jun 7 Semi-Annual Certifications (Spring Semester) Due to External Funding Office
 Jun 10 Last day to submit Warehouse Requisitions
 Jun 16 Employee Mileage Reimb Due
 Jun 16 Monthly Leave Balance Report
 Jun 17 Timecards Due
 Jun 19 Agenda Items Due for July Board Mtg
 Jun 20 Federal Entitlement 2020-2021 Application Draft Due to External Funding Office
 Jun 30 Fiscal Year 2020 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 Asset Management Office
- ◆ Due to Accounts Payable Office
- ◆ Due to External Funding Office
- ◆ Due to Purchasing Office
- ◆ Due to Travel Office
- ◆ Holiday
- ◆ TRAINING