

To: Business Managers
Date: May 10, 2023
Re: District Deadlines for FY2023-2024

The following are district deadlines for the FY2023-2024:

July

- 06 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds

August

- 01 FY2024 EEF Procurement Cards issued to teachers
- 07 National Board Process Cost Fee/Moving Expense Reimbursement *
- 14 Request for Funds
- 15 Budget Certification Form *
- 15 Original Budget FY2024 (combined and combining-**signed**) *
- 28 EEF Procurement Card FY2024 **Final** Count

September

- 06 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds
- 28 Annual Report of Tax Revenue (Department of Revenue)

October

- 01 Ad Valorem Tax Request Worksheet *
- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds
- 15 Financial Exchange Transaction System (FETS) Data
- 15 FETS - Revenue Verification Form (Funds distributed through the state) *
- 15 Fund Balance Report for Fund 1120 from the school district accounting software *
- 15 Cash Flow Report for Fund 1120 *
- 15 Amended Budget FY2023 (combined & combining-**signed**) *
- 15 Master Teacher Certification entered into MSIS for full salary supplement
- 15 FETS - Revenue Reconciliation Report (excel spreadsheet provided to district auditor)

November

- 06 National Board Process Cost Fee/Moving Expense Reimbursement *
- 13 Request for Funds

December

- 06 National Board Process Cost Fee/Moving Expense Reimbursement *
- 06 Personnel Accreditation Data Report by **12:00noon**
- 06 Request for Funds

January

- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds

February

- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds
- 15 Master Teacher Certification entered into MSIS for pro-rated salary supplement

March

- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds

April

- 01 EEF Procurement Card FY2024 spending deadline
- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds

May

- 06 National Board Process Cost Fee/Moving Expense Reimbursement *
- 06 Tax assessment information for FY2025 released for review
- 06 EEF Procurement Card FY2025 Initial Count

May

13 Request for Funds

June

05 National Board Process Cost Fee/Moving Expense Reimbursement *

12 Request for Funds

*Upload to the district SharePoint folder