

To: Business Managers  
Date: July 03, 2024  
Re: District Deadlines for FY2024-2025

The following are district deadlines for the FY2024-2025:

### **July**

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

### **August**

- 01 FY2025 EEF cards due to teachers
- 05 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 15 Budget Certification Form \*
- 15 Original Budget FY2025 (combined and combining-**signed**) \*
- 28 EEF Procurement Card FY2025 Final Count

### **September**

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

### **October**

- 01 Ad Valorem Tax Request Worksheet \*
- 07 National Board Process Cost Fee/Moving Expense Reimbursement \*

## October

- 14 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 FY2024 (combined & combining-**signed**) \*
- 15 Master Teacher Certification input into MSIS for full salary supplement
- 15 FETS - Revenue Reconciliation Report (excel spreadsheet provided to district auditor)

## November

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

## December

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

## January

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

## February

- 05 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 12 Request for Funds
- 15 Master Teacher Certification input 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 FY2025 spending deadline
- 07 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 14 Request for Funds

## May

- 05 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 05 Tax assessment information for FY2025 released for review

## May

- 12 Request for Funds
- 23 EEF Procurement Card FY2026 Initial Count

## June

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

\*Upload to the district SharePoint folder