

To: Business Managers
Date: June 23, 2020
Re: District Deadlines for FY2020-2021

The following are district deadlines for the FY2020-2021:

July

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

August

- 05 National Board Process Cost Fee/Moving Expense Reimbursement
- 12 Request for Funds
- 15 Budget Certification Form
- 15 Original Budget FY2021 (combined and combining-signed)
- 26 EEF Procurement Card FY2021 Final Count

September

- 08 National Board Process Cost Fee/Moving Expense Reimbursement
- 14 Request for Funds
- 30 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

October

- 15 Financial Exchange Transaction System (FETS) Data
- 15 FETS - Revenue Verification Form (Funds distributed through the state)
- 15 Fund Balance Report from school district accounting software
- 15 Cash Flow Report
- 15 Amended Budget FY2020 (combined & combining-signed)
- 15 Master Teacher Certification input into MSIS for full salary supplement
- 15 FETS - Revenue Reconciliation Report (Excel Spreadsheet)
- 16 School Recognition Form A

November

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

December

- 04 National Board Process Cost Fee/Moving Expense Reimbursement
- 04 Request for Funds
- 04 Personnel Accreditation Data Report by 4:00p.m.

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 input into MSIS for pro-rated salary supplement

March

- 05 National Board Process Cost Fee/Moving Expense Reimbursement
- 12 Request for Funds
- 31 EEF Procurement Card FY2021 spending deadline

April

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

May

- 05 National Board Process Cost Fee/Moving Expense Reimbursement
- 06 Tax assessment information for FY2023 released for review
- 12 Request for Funds

June

- 03 EEF Procurement Card FY2022 Initial Count
- 07 National Board Process Cost Fee/Moving Expense Reimbursement
- 14 Request for Funds