

To: Business Managers  
Date: November 13, 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
- 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 FY2020 (combined & combining-signed) \*
- 15 Master Teacher Certification input into MSIS for full salary supplement
- 15 FETS - Revenue Reconciliation Report (Excel Spreadsheet for District Auditor)
- 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
- 06 Personnel Accreditation Data Report by **12:00noon**

## 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

\*Upload to the district SharePoint folder and send an email to any staff member of the Office of School Financial Services informing them of upload.