

To: Business Managers  
Date: August 6, 2025  
Re: District Deadlines for FY2025-2026

## July

- 07 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 14 Request for Funds

## August

- 01 FY2026 EEF Procurement Cards issued to teachers
- 05 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 04 Request for Funds
- 12 Request for Funds
- 15 Budget Certification Form \*
- 15 Original Budget FY2026 (combined and combining-signed) \*

## September

- 05 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 12 EEF Procurement Card FY2026 **Final** Count
- 12 Request for Funds
- 28 Annual Report of Tax Revenue (Department of Revenue)

## October

- 01 Ad Valorem Tax Request Worksheet \*

- 06 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 13 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 FY2025 (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**

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

### **December**

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

### **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 FY2026 spending deadline
- 05 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 13 Request for Funds

### **May**

- 06 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 06 Tax assessment information for FY2026 released for review
- 06 EEF Procurement Card FY2027 Initial Count
- 12 Request for Funds

### **June**

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

\*Upload to the district SharePoint folder