2021 - 2022 Finance Calendar

July 2021
- Jul 1-9  Summer Break
- Jul 8  Employee Mileage Reimb Due
- Jul 15  Sales Tax Report – 2nd QTR
- Jul 19  Annual Finance Academy Mandatory
- Jul 20  Board Reports Due
- Jul 21  Timecards Due
- Jul 22  Agenda Items Due for Aug Board Mtg
- Jul 30  Budget Amendments

August 2021
- Aug 4  Timecards Due
- Aug 9  Employee Mileage Reimb Due
- Aug 16  Monthly Leave Balance Report
- Aug 18  Timecards Due
- Aug 20  Agenda Items Due for Sep Board Mtg
- Aug 20  Board Reports Due
- Aug 26-30  Campus/Sponsor Training
- Aug 27  Textbook Audit Payment Due
- Aug 31  Budget Amendments Due
- Aug 31  Master Schedules w/Student Loads

September 2021
- Sep 1  Timecards Due
- Sep 6  Labor Day Holiday
- Sep 7  Enrollment of Non-qualifying Prek-Students (Tuition Fee Must Be Paid)
- Sep 10  Personnel Needs Request (Master Schedule Verification Required)
- Sep 9  Employee Mileage Reimb Due
- Sep 16  Monthly Leave Balance Report
- Sep 20  Board Reports Due
- Sep 22  Timecards Due
- Sep 24  Agenda Items Due for Oct Board Mtg
- Sep 27  Federal Entitlement Compliance Report
- Sep 30  Budget Amendments Due

October 2021
- Oct 6  Timecards Due
- Oct 4  Employee Mileage Reimb Due
- Oct 8  Sales Tax Reports -3rd QTR
- Oct 11-15  Intercession
- Oct 18  Update Improvement Plans w/Funding & FTE Information
- Oct 20  Board Reports Due
- Oct 20  Timecards Due
- Oct 22  Agenda Items Due for Nov Board Mtg
- Oct 27  Budget Amendments Due
- Oct 29  PEIMS SNAPSHOT DATE

November 2021
- Nov 3  Timecards Due
- Nov 5  Per Capita Allocation Review
- Nov 8  Employee Mileage Reimb Due
- Nov 10  Timecards Due
- Nov 11  Veterans Day Holiday
- Nov 12  Agenda Items Due for Dec Board Mtg
- Nov 16  Monthly Leave Balance Report
- Nov 17  Budget Amendments Due
- Nov 19  Board Reports Due
- Nov 22-26  Thanksgiving Holiday Break

December 2021
- Dec 1  Timecards Due
- Dec 3  Budget Expenditure Review Federal Entitlements – SCE, GT, SPED, &LEP Funds (65% Expended)
- Dec 8  Timecards Due
- Dec 9  Employee Mileage Reimb Due
- Dec 10  Agenda Items Due for Jan Board Mtg
- Dec 10  Board Reports Due
- Dec 16  Monthly Leave Balance Report
- Dec 17  Semester Campus FR Recaps
- Dec 17  Budget Amendments Due
- Dec 20-31  Winter Holiday Break

ACCOUNTS PAYABLE WEEKLY
Tuesdays  Fuel Logs Due
Fridays  PO Change/Cancellation Forms
Fridays  Documentation for Check Requests

* Due to Payroll
* Due to Accounting Office
* Due to Accounts Payable Office
* Due to External Funding Office
* Due to Purchasing Office
* Due to Travel Office
* Holiday
* TRAINING


**January 2022**

- Jan 5  Timecards Due
- Jan 6  Employee Mileage Reimb Due
- Jan 15  Sales Tax Report – 4th QTR
- Jan 17  Martin Luther King Holiday
- Jan 18  Budget/Expenditure Reviews of Spending Requirements
- Jan 18  Monthly Leave Balance Report
- Jan 20  Board Reports Due
- Jan 21  Agenda Items Due for Feb Board Mtg
- Jan 21  Documentation for Federal Entitlement TEA amendment Due to Eternal Funding Office (if necessary)
- Jan 21  Update Improvement Plans w/Funding & FTE Information (Mid-Year Review)
- Jan 31  Federal Entitlements & SCE (Funds 3xx, 185) Last Day to submit purchase requisitions for controlled/capital assets (6397, 6398, 6600)
- Jan 28  Budget Amendments Due
- Jan 31  Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (85% Expended)
- Jan 31  Semi Annual Certifications (Fall Semester) Due

**February 2022**

- Feb 1-4  Campus Needs Assessments (Personnel Needs or 2022-2023 School Year)
- Feb 2  Timecards Due
- Feb 7  Employee Mileage Reimb Due
- Feb 16  Timecards Due
- Feb 18  Monthly Leave Balance Report
- Feb 18  Agenda Items Due for Mar board Mtg
- Feb 18  Board Reports Due
- Feb 25  Budget Amendments Due
- Feb 25  Budget Expenditures Review – Federal Entitlements, SCE, GT, CTE, SPED, LEP Funds (100% Operating Accounts expended and submit plans or budget for 6100s & 6400s)
- Feb 28  TIA/National Board Candidates Fee Payment Deadline

**March 2022**

- Mar 1  Timecards Due
- Mar 3  Employee Mileage Reimb Due
- Mar 4  Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)
- Mar 11  Board Reports Due
- Mar 14-18  Spring Break Holiday
- Mar 21  Monthly Leave Balance Report
- Mar 23  Timecards Due
- Mar 25  Agenda Items Due for Apr Board Mtg
- Mar 25  2022-2023 BUDGET PREPARATION WORKSHOP MANDATORY
- Mar 31  Budget Amendments Due

**April 2022**

- Apr 6  Timecards Due
- Apr 7  Employee Mileage Reimb Due
- Apr 14  Sales Tax Report – 1st QTR
- Apr 14  Last Day to Submit Purchase Requisitions for Funds 101, 185, 199, with Class Objects 6300 & 6600
- Apr 15  Holiday
- Apr 18  Monthly Leave Balance Report
- Apr 20  Timecards Due
- Apr 20  Board Reports Due
- Apr 22  Agenda Items Due for May Mtg
- Apr 29  Budget Amendments Due

**May 2022**

- May 4  Timecards Due
- May 5  Employee Mileage Reimb Due
- May 6  END OF YEAR FINANCE
- May 13  Last Day for CAMPUSES to Submit Purchase Requisitions for Funds 185, 199 w/Class Objects 6200 &6400
- May 16  Monthly Leave Balance Report
- May 18  Timecards Due
- May 20  Last Day for Campus Fr Activities
- May 20  Agenda Items Due for June Board Mtg
- May 20  Board Reports Due
- May 23  Update Improvement Plans w/Funding & FTE Information (Final)
- May 25  Semi-Annual Certifications (Spring Semester) Due to External Funding Office
- May 27  Budget Amendments Due
- May 27  Last Day to Submit Purchase Requisitions for ALL FUNDS
- May 27  Last Day of School (Students)
- May 30  Memorial Day

**June 2022**

- Jun 1  Spring Semester Fr Activity Recap Due
- Jun 2  Employee Mileage Reimb Due
- Jun 8  Timecards Due
- Jun 9  Last Day to Submit Warehouse Requisitions
- Jun 15  Final Year End Petty Cash Recap
- Jun 16  Monthly Leave Balance Report
- Jun 17  Agenda Items Due for July Board Mtg
- Jun 17  Federal Entitlement 2022-2023 Application Draft Due to External Funding Office
- Jun 20  Board Reports Due
- Jun 22  Timecards Due
- Jun 30  Fiscal Year 2022 End

**ACCOUNTS PAYABLE WEEKLY**

<table>
<thead>
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