

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 15 Annual Finance Academy Mandatory
Jul 19 Monthly Leave Balance Report
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 18 Monthly Leave Balance Report
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 Requesst

- * 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 14 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 19 Timecards Due
Jan 20 Board Reports Due
Jan 21 Agenda Items Due for Feb Board Mtg
Jan 21 Documentation for Federal Entitlement TEA mendment Due to Eternal Funding Office (if necessary)
Jan 21 Update Improvement Plans w/Funding & FTE Information (Mid-Year Review)
Jan 31 Federal Entailments & SCE (Funds 3xx, 185) Last Day to submit purchase requisitions for controlled/capital asserts (6397, 6398, 6600s)
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 16 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 Dues
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 Recaps 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

Tuesdays Fuel Logs Due
Fridays PO Change/Cancellation Forms
Fridays Documentation for Check Requesst

* 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