

To: Business Managers
Date: August 10, 2021
Re: District Deadlines for FY2021-2022

The following are district deadlines for the FY2021-2022:

July

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

August

- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds
- 15 Budget Certification Form *
- 15 Original Budget FY2022 (combined and combining-**signed**) *
- 26 EEF Procurement Card FY2022 Final Count

September

- 07 National Board Process Cost Fee/Moving Expense Reimbursement *
- 13 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 FY2021 (combined & combining-**signed**) *
- 15 Master Teacher Certification input 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 *
- 12 Request for Funds

December

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

January

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

February

- 07 National Board Process Cost Fee/Moving Expense Reimbursement *
- 14 Request for Funds
- 15 Master Teacher Certification input into MSIS for pro-rated salary supplement

March

- 07 National Board Process Cost Fee/Moving Expense Reimbursement *
- 14 Request for Funds
- 31 EEF Procurement Card FY2022 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 FY2024 released for review
- 12 Request for Funds
- 23 EEF Procurement Card FY2023 Initial Count

June

06 National Board Process Cost Fee/Moving Expense Reimbursement *

13 Request for Funds

*Upload to the district SharePoint folder