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-\textit{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
<table>
<thead>
<tr>
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<th>Event</th>
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<tbody>
<tr>
<td>06</td>
<td>National Board Process Cost Fee/Moving Expense Reimbursement *</td>
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*Upload to the district SharePoint folder*