To: Business Managers  
Date: July 01, 2022  
Re: District Deadlines for FY2022-2023

The following are district deadlines for the FY2022-2023:

**July**

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

**August**

01 FY2023 EEF cards due to teachers pursuant to Senate Bill 2422
03 Request for Funds FY22 (Federal) – use the “Fiscal Information as of Date” June 30, 2022
05 National Board Process Cost Fee/Moving Expense Reimbursement *
12 Request for Funds FY23 (Federal) – use the “Fiscal Information as of Date” July 31, 2022
15 Budget Certification Form *
15 Original Budget FY2023 (combined and combining-\textit{signed}) *
26 EEF Procurement Card FY2023 Final Count

**September**

06 National Board Process Cost Fee/Moving Expense Reimbursement *
12 Request for Funds
28 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 FY2022 (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

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

December

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

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

February

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

March

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

April

01 EEF Procurement Card FY2023 spending deadline
05 National Board Process Cost Fee/Moving Expense Reimbursement *
12 Request for Funds

May

05 National Board Process Cost Fee/Moving Expense Reimbursement *
05 Tax assessment information for FY2024 released for review
12 Request for Funds
23 EEF Procurement Card FY2024 Initial Count
June

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

*Upload to the district SharePoint folder