To: Business Managers  
Date: May 10, 2023  
Re: District Deadlines for FY2023-2024

The following are district deadlines for the FY2023-2024:

**July**

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

**August**

01  FY2024 EEF Procurement Cards issued to teachers
07  National Board Process Cost Fee/Moving Expense Reimbursement *
14  Request for Funds
15  Budget Certification Form *
15  Original Budget FY2024 (combined and combining-**signed**) *
28  EEF Procurement Card FY2024 **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 FY2023 (combined & combining-signed) *
15  Master Teacher Certification entered into MSIS for full salary supplement
15  FETS - Revenue Reconciliation Report (excel spreadsheet provided to district auditor)

November

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

December

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

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

February

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

March

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

April

01  EEF Procurement Card FY2024 spending deadline
05  National Board Process Cost Fee/Moving Expense Reimbursement *
12  Request for Funds

May

06  National Board Process Cost Fee/Moving Expense Reimbursement *
06  Tax assessment information for FY2025 released for review
06  EEF Procurement Card FY2025 Initial Count
May

13   Request for Funds

June

05   National Board Process Cost Fee/Moving Expense Reimbursement *

12   Request for Funds

*Upload to the district SharePoint folder