To: Business Managers  
Date: November 13, 2020  
Re: District Deadlines for FY2020-2021

The following are district deadlines for the FY2020-2021:

**July**

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

**August**

05 National Board Process Cost Fee/Moving Expense Reimbursement *
12 Request for Funds
15 Budget Certification Form *
15 Original Budget FY2021 (combined and combining-signed) *
26 EEF Procurement Card FY2021 Final Count

**September**

08 National Board Process Cost Fee/Moving Expense Reimbursement *
14 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 FY2020 (combined & combining-signed) *
15  Master Teacher Certification input into MSIS for full salary supplement
15  FETS - Revenue Reconciliation Report (Excel Spreadsheet for District Auditor)
16  School Recognition Form-A *

November

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

December

04  National Board Process Cost Fee/Moving Expense Reimbursement *
04  Request for Funds
06  Personnel Accreditation Data Report by 12:00 noon
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 input into MSIS for pro-rated salary supplement

March

05 National Board Process Cost Fee/Moving Expense Reimbursement *
12 Request for Funds
31 EEF Procurement Card FY2021 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 FY2023 released for review
12 Request for Funds
June

03  EEF Procurement Card FY2022 Initial Count

07  National Board Process Cost Fee/Moving Expense Reimbursement *

14  Request for Funds

*Upload to the district SharePoint folder and send an email to any staff member of the Office of School Financial Services informing them of upload.