

Annual Calendar of School-Related Activities—Fiscal Services FY2012

Month	Office of Budget & Reporting	Office of the Controller – Financial Reporting, Grants, Purchasing, Third Party Billing	Office of Accounting and Payroll
July	<ul style="list-style-type: none"> ➤ Publication of adopted budget book ➤ Adopted budget available on Advantage Financial ➤ Adopted budget information packets sent to all schools and offices 	<ul style="list-style-type: none"> ➤ Orders placed for items needed by the opening of school ➤ Goods and services should be received on all prior year purchase orders ➤ Prior year information on school activity funds (SAF) is due to Accounting ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Reconcile catalog order Visa statements to printed orders/goods received ➤ Release online catalog orders for the new fiscal year 	<ul style="list-style-type: none"> ➤ 1st week –final prior fiscal year check/reimbursement requests, mileage reimbursements due to Accounting ➤ New pay rates in effect ➤ Leave accounting year closed out; unused urgent personal business moved to sick leave ➤ Leave advances for 12-month employees ➤ Summer payments (e.g., EYE, summer school, workshops) begin ➤ 12-month unified sick leave bank assessment
August	<ul style="list-style-type: none"> ➤ Update superintendent on prior year’s expenditures or balances ➤ Principals’ focus group regarding new year budget planning 	<ul style="list-style-type: none"> ➤ Goods and services should be received on all prior year purchase orders ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Third Party Billing training sessions begin for the school year on an as-needed basis ➤ Reconcile catalog order Visa statements to printed orders/goods received 	<ul style="list-style-type: none"> ➤ Completion of summer payments ➤ Return of 10-month employees – first teacher pay; no constant/voluntary deductions ➤ Leave advances for 10-month employees ➤ 10-month unified sick leave bank assessment
September	<ul style="list-style-type: none"> ➤ Begin calculation of substitute funds for middle and high schools based on current staffing 	<ul style="list-style-type: none"> ➤ Goods and services should be received on all prior year purchase orders ➤ Notification due to Purchasing of any prior fiscal year purchase orders that must remain open ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Allocation of Third Party Billing funds ➤ Current year purchase order/catalog order review ➤ Verify procurement card holders by school ➤ Reconcile catalog order Visa statements to printed orders/goods received ➤ Verify authorized users for the online catalogs 	<ul style="list-style-type: none"> ➤ Constant/voluntary deductions begin for TABCO, CASE and ESPBC employees ➤ First pay for 10-month permanent hourly employees – deductions begin the second pay in September
October	<ul style="list-style-type: none"> ➤ Area advisory pre-budget meetings ➤ Distribution of substitute funds to middle and high schools ➤ Monthly projection of current year’s expenditures through the end of the fiscal year 	<ul style="list-style-type: none"> ➤ Prior year fiscal year operating budget purchase orders will be canceled after notification of issuer ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Open purchase order/catalog order review ➤ Reconcile catalog order Visa statements to printed orders/goods received ➤ Notify schools with 4-year old copiers leased by Purchasing that supplies/maintenance will be paid for one more year. Notify schools with 5-year old copiers leased by Purchasing that supplies/maintenance will no longer be paid by Purchasing. 	<ul style="list-style-type: none"> ➤ Beginning of “short deadlines” for time sheets in preparation for holiday calendar ➤ Unified sick leave bank assessment (if needed)

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November	<ul style="list-style-type: none"> ➤ Distribution of holdback funds using September 30 enrollment ➤ BRASS submission of holdback funds by bookkeepers or principals ➤ Monthly projection of current year’s expenditures through the end of the fiscal year 	<ul style="list-style-type: none"> ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Third Party Billing encounter data forms due ➤ Open purchase order/catalog order review ➤ Reconcile catalog order Visa statements to printed orders/goods received 	<ul style="list-style-type: none"> ➤ Time sheets due earlier than normal because of winter holiday ➤ W2 Personnel and Payroll verification statement mailed to employees
December	<ul style="list-style-type: none"> ➤ Computation of schools’ baseline budgets for next fiscal year based on projected enrollment and special education current year enrollment ➤ Establish staffing ratios for next fiscal year ➤ Quarterly budget review of schools’ expenditures ➤ Monthly projection of current year’s expenditures through the end of the fiscal year 	<ul style="list-style-type: none"> ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Open purchase order/catalog order review ➤ Reconcile catalog order Visa statements to printed orders/goods received 	<ul style="list-style-type: none"> ➤ First (Fall) extra duty activity (EDA) payment ➤ Time sheets due earlier than normal because of winter holiday ➤ No constant/voluntary deductions last pay of calendar year
January	<ul style="list-style-type: none"> ➤ Superintendent presents proposed budget to the board ➤ Meetings and hearings held to explain proposed budget and receive stakeholder feedback ➤ Monthly projection of current year’s expenditures through the end of the fiscal year 	<ul style="list-style-type: none"> ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Third Party Billing encounter data forms due ➤ Open purchase order/catalog order review ➤ Semi-annual time and effort certifications for federal grants ➤ Reconcile catalog order Visa statements to printed orders/goods received 	<ul style="list-style-type: none"> ➤ New tax and annuity/403b tables in effect ➤ First United Way deduction of the new year ➤ Posting of compensable non-duty week day (CNDWD) leave usage from winter holiday ➤ W2 forms distributed on or before the 31st
February	<ul style="list-style-type: none"> ➤ Preparation of next year’s budget at school level ➤ Monthly projection of current year’s expenditures through the end of the fiscal year 	<ul style="list-style-type: none"> ➤ Identification of any projected purchases over \$25,000 due to Purchasing for review of bid requirements and board approval ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Open purchase order/catalog order review ➤ Reconcile catalog order Visa statements to printed orders/goods received 	<ul style="list-style-type: none"> ➤ “February advance” (i.e., step increase for employees whose step increase does not occur in July)
March	<ul style="list-style-type: none"> ➤ Quarterly budget review of schools’ expenditures ➤ Monthly projection of current year’s expenditures through the end of the fiscal year 	<ul style="list-style-type: none"> ➤ Identify additional expenditures for the current fiscal year ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Third Party Billing encounter data forms due ➤ Third Party Billing case management funds must be spent ➤ Open purchase order/catalog order review ➤ Reconcile catalog order Visa statements to printed orders/goods received 	<ul style="list-style-type: none"> ➤ Time sheets due earlier than normal because of the spring holiday ➤ Beginning of “short deadlines” for time sheets in preparation for spring break ➤ Floating holidays advanced for AFSCME

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April	<ul style="list-style-type: none"> ➤ County executive delivers budget recommendations to county council ➤ Magnet funds allocations released for next fiscal year ➤ Budget training sessions for BRASS input ➤ Next fiscal year baseline and magnet funds entered into BRASS ➤ Decision on spending of excess substitute funds (middle and high schools) ➤ Presentation to bookkeepers for year-end spending ➤ Monthly projection of current year’s expenditures through the end of the fiscal year 	<ul style="list-style-type: none"> ➤ Final purchase orders due to Purchasing ➤ Calendar on year-end closing schedules for school activity funds is available ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Open purchase order/catalog order review ➤ Place final fiscal year catalog orders ➤ Reconcile catalog order Visa statements to printed orders/goods received 	<ul style="list-style-type: none"> ➤ Time sheets due earlier than normal because of spring holiday ➤ Second (Winter) EDA payment prior to spring break
May	<ul style="list-style-type: none"> ➤ County council adopts budget for next fiscal year ➤ Allocation of next year’s Career and Technology Education funds in BRASS ➤ Monthly projection of current year’s expenditures through the end of the fiscal year ➤ Based on next year’s projected enrollment, cafeteria assistants are calculated 	<ul style="list-style-type: none"> ➤ Year-end workshops on school activity funds ➤ Inventory forms and graduating class agreements are available for school activity funds ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Third Party Billing encounter data forms due ➤ Open purchase order/catalog order review ➤ Reconcile catalog order Visa statements to printed orders/goods received ➤ Online catalogs for the next fiscal year are available for placing orders. Orders are held and released in July. 	<ul style="list-style-type: none"> ➤ Set up new year master salary table ➤ Test summer payrolls ➤ Enter new salary tables
June	<ul style="list-style-type: none"> ➤ School baseline special funds are entered into BRASS by OBR ➤ Adopted budgets are distributed (BRASS edition) with related information ➤ Board adopts new year budget ➤ Yearly budget review ➤ Review of current year substitute expenditures 	<ul style="list-style-type: none"> ➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due ➤ Procurement cards logs for staff are reviewed ➤ Third Party Billing encounter data forms are due ➤ Open purchase order/catalog order review ➤ Semi-annual time and effort certifications for federal grants ➤ Reconcile catalog order Visa statements to printed orders/goods received 	<ul style="list-style-type: none"> ➤ Last pay for 10-month employees ➤ Third (Spring) and fourth (all) year EDA payments ➤ Final leave usage posted for 10-month employees