

**Annual Calendar of School-Related Activities—Fiscal Services FY2010**

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

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

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<b>April</b>	<ul style="list-style-type: none"> <li>➤ County executive delivers budget recommendations to county council</li> <li>➤ Magnet funds released for next fiscal year</li> <li>➤ Budget training sessions for BRASS input</li> <li>➤ Next fiscal year baseline and magnet funds entered into BRASS</li> <li>➤ Decision on spending of excess substitute funds (middle and high schools)</li> <li>➤ Presentation to bookkeepers for year-end spending</li> <li>➤ Monthly projection of current year’s expenditures through the end of the fiscal year</li> </ul>	<ul style="list-style-type: none"> <li>➤ Final purchase orders due to Purchasing</li> <li>➤ Calendar on year-end closing schedules for school activity funds is available</li> <li>➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due</li> <li>➤ Procurement cards logs for staff are reviewed</li> <li>➤ Third Party Billing case management funds must be spent</li> <li>➤ Open purchase order/catalog order review</li> <li>➤ Place final FY2009 catalog orders</li> <li>➤ Reconcile catalog order Visa statements to printed orders/goods received</li> </ul>	<ul style="list-style-type: none"> <li>➤ Time sheets due earlier than normal because of spring holiday</li> <li>➤ Second (Winter) EDA payment prior to spring break</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>➤ County council adopts budget for next fiscal year</li> <li>➤ Allocation of next year’s Career and Technology Education funds in BRASS</li> <li>➤ Monthly projection of current year’s expenditures through the end of the fiscal year</li> </ul>	<ul style="list-style-type: none"> <li>➤ Year-end workshops on school activity funds</li> <li>➤ Inventory forms and graduating class agreements are available for school activity funds</li> <li>➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due</li> <li>➤ Procurement cards logs for staff are reviewed</li> <li>➤ Third Party Billing encounter data forms are due</li> <li>➤ Open purchase order/catalog order review</li> <li>➤ Reconcile catalog order Visa statements to printed orders/goods received</li> </ul>	<ul style="list-style-type: none"> <li>➤ Set up new year master salary table</li> <li>➤ Test summer payrolls</li> <li>➤ Enter new salary tables</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>➤ Adopted budgets are distributed (BRASS edition) with related information</li> <li>➤ Board adopts new year budget</li> <li>➤ Yearly budget review</li> <li>➤ Review of current year substitute expenditures</li> </ul>	<ul style="list-style-type: none"> <li>➤ School activity funds reports (bank reconciliations, balance reports, and bank statements) due</li> <li>➤ Procurement cards logs for staff are reviewed</li> <li>➤ Third Party Billing encounter data forms are due</li> <li>➤ Open purchase order/catalog order review</li> <li>➤ Semi-annual time and effort certifications for federal grants</li> <li>➤ Reconcile catalog order Visa statements to printed orders/goods received</li> </ul>	<ul style="list-style-type: none"> <li>➤ Last pay for 10-month employees</li> <li>➤ Third (Spring) and fourth (all) year EDA payments</li> <li>➤ Final leave usage posted for 10-month employees</li> </ul>