

Business Department Due Dates for Various Information

DAILY DEADLINES

Worker's compensation accidents, student accidents, visitor accidents, and property damage/theft reports are due the day of the incident or the following day.

MONTHLY DEADLINES

EMMA reports – see schedule generates additional pay.

Leave reports – due 10th of the month except for October due November 6th; November due December 3rd; and June due July 7th.

P-card Reconciliation – due the 12th of each month.

Travel Reports – must be submitted by the end of the following month for travel in the prior month. **NOTE: You will NOT be paid for travel held for more than one month.**

QUARTERLY DEADLINES

Surplus Form

Due 08-26-09	Pick up - SEPTEMBER	September 14-18, 2009
Due 10-14-09	Pick up - OCTOBER	October 26-30, 2009
Due 12-09-09	Pick up - JANUARY	January 19-22, 2010
Due 03-03-10	Pick up - MARCH	March 15-19, 2010
Due 04-28-10	Pick up - MAY	May 10-14, 2010

NOTE: Must be advertised 5 days before being submitted to the Business Department (Pat Sullivan) and date advertised noted left-hand corner of form. PLEASE DESIGNATE ONE PLACE FOR SURPLUS PICKUP and indicate the area in the right-hand corner of the surplus form where items are to be picked up for the Warehouse. Record the serial number and the tag number for all items listed on the form. PLEASE DO NOT MIX BROKEN ITEMS WITH COMPUTERS AND ELECTRONICS; PLEASE COMPLETE SEPARATE FORMS FOR THEM.

Quarterly Reports – the local principal's financial quarterly report, parent organizations quarterly financial reports, and the form "Review of the School's Parent Organization Accounting Guidelines is due each quarter.

April – June 2009	Due 07-24-09
July – September 2009	Due 10-30-09
October – December 2009	Due 01-29-10
January – March 2010	Due 04-30-10
April – June 2010	Due 07-23-10

ANNUAL DEADLINES

Fixed Asset Video – video of your fixed assets in your school – due 09-30-09.

School County Accounts – the cutoff for county purchase orders is April 2, 2010 and p-card is April 23, 2010. The only exception is for perishable items needed in the classroom. All perishable orders must be completed by May 21, 2010.

Department County Accounts – the cutoff for purchase order is May 21, 2010 and p-card June 1, 2010.

These dates apply all year including the summer months. The Business Department still has deadlines for payroll and state reporting even in the summer months.

Payroll Dates to Run EMMA Reports

June 1, 2009 through June 28, 2009	Due July 6, 2009
June 29, 2009 through July 26, 2009	Due August 3, 2009
July 27, 2009 through August 30, 2009	Due September 4, 2009
August 31, 2009 through September 27, 2009	Due October 2, 2009
September 28, 2009 through October 25, 2009	Due October 30, 2009
October 26, 2009 through November 22, 2009	Due December 1, 2009
November 23, 2009 through December 27 2009	Due January 6, 2010
December 28, 2009 through January 24, 2010	Due January 28, 2010
January 25, 2010 through February 21, 2010	Due February 25, 2010
February 22, 2010 through March 21, 2010	Due March 25, 2010
March 22, 2010 through April 25, 2010	Due April 30, 2010
April 26, 2010 through May 30, 2010	Due June 4, 2010
May 31, 2010 through June 27, 2010	Due July 2, 2010

Updated: 6/2/2009