

# 2018-19 Finance Calendar

## Fall Semester Timeline

### JULY 2018

- Jul 1 Fiscal Year 2019 Start Date
- Jul 4 **Independence Day Holiday**
- Jul 11 Timecards Due
- Jul 15 Employee Mileage Reimb Due
- Jul 16 Monthly Leave Balance Report
- Jul 26 Agenda Items Due for Aug Board Mtg
- Jul 25 Timecards Due
- Jul 29 Budget Transfer Forms Due

### AUGUST 2018

- Aug 8 Timecards Due
- Aug 9 **ANNUAL FINANCE ACADEMY MANDATORY**
- Aug 15 Employee Mileage Reimb Due
- Aug 16 Monthly Leave Balance Report
- Aug 17 Master Schedules with Student Loads
- Aug 17 Last Day to Submit PR's for Federal Entitlements – FY18 (Funds 211, 212, 224, 225, 255, 263)
- Aug 20-22 **CAMPUS/SPONSOR TRAINING**
- Aug 24 Agenda Items Due for Sept Board Mtg.
- Aug 29 Timecards Due
- Aug 25 Master Schedule with Student Loads
- Aug 31 Budget Transfer Forms Due
- Aug 29 Textbook Audit Payment Due

### SEPTEMBER 2018

- Sep 1 Personnel Needs Request (Master Schedule Verification Required)
- Sep 3 **Labor Day Holiday**
- Sep 8 Enrollment of Non-qualifying Pre- Students (Tuition Fee Must Be Paid)
- Sep 10 Fall Semester Campus FR Activity Plan Due
- Sep 14 Employee Mileage Reimb Due
- Sep 15 Open PO Report Review Due
- Sep 17 Monthly Leave Balance Report
- Sep 19 Timecards Due

### OCTOBER 2018

- Oct 5 Sales Tax Report – 3<sup>rd</sup> Quarter
- Oct 13 Timecards Due
- Oct 14 Employee Mileage Reimb Due
- Oct 15 Conflict of Interest Forms Due
- Oct 16 Monthly Leave Balance Report
- Oct 16 **SPONSOR ONLINE FUNDRAISING TRAINING (FOR THE FALL SEMESTER)**
- Oct 17 Time Cards Due
- Oct 19 Update Improvement Plans w/Funding & FTE Information
- Oct 26 Agenda Items Due for Nov Board Mtg
- Oct 26 PEIMS SNAPSHOT DATE.
- Oct 31 Budget Transfer Form Due
- Oct 31 Time Cards Due
- Oct 31 Budget Transfer Form Due

### NOVEMBER 2018

- Nov 2 Per Capita Allocation Review
- Nov 14 Time Cards Due
- Nov 12 **Veterans Day Holiday**
- Nov 15 Employee Mileage Reimb Due
- Nov 16 Monthly Leave Balance Report
- Nov 16 Budget Transfer Forms Due
- Nov 16 Agenda Items Due for Dec Board Mtg.
- Nov 19-23 **Thanksgiving Holiday Break**
- Nov 28 Timecards Due

### DECEMBER 2018

- Dec 5 Budget Expenditure Review Federal Entitlements – SCE, GT, CTE, SPED & LEP Funds (65% Expended)
- Dec 10 Monthly Leave Balance Report
- Dec 14 Agenda Items Due for Jan Board Mtg.
- Dec 14 Employee Mileage Reimb Due
- Dec 19 Timecards Due
- Dec 19 Budget Transfer Forms Due
- Dec 20-31 **Winter Holiday Break**



# 2018-19 Finance Calendar

## Spring Semester Timeline

### JANUARY 2019

**Jan 1 - 2 Winter Holiday Break**  
 Jan 8 Sales Tax Report –4th Quarter  
 Jan 15 Employee Mileage Reimb Due  
 Jan 16 Timecards Due  
 Jan 16 Monthly Leave Balance Report  
 Jan 17 Budget/Expenditure Reviews of Spending Requirements  
 Jan 20 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)  
**Jan 21 Martin Luther King Holiday**  
 Jan 24 Agenda Items Due for Feb Board Mtg  
 Jan 25 Budget Transfer Forms Due  
 Jan 25 Update Improvement Plans w/Funding & FTE Information (Mid-Year Review)  
 Jan 25 Federal Entitlements & SCE (Funds 2xx, 185) Last Day to submit purchase requisitions for controlled/capital assets (6397, 6398, 6600s)  
 Jan 28-31 Campus Needs Assessments (Personnel Needs for 2019-2020 School Year)  
 Jan 30 Timecards Due  
 Jan 31 Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (85%Expended)  
 Jan 31 Semi Annual Certifications (Fall Semester) due to External Funding

### FEBRUARY 2019

**Feb 11 2019 – 2020 BUDGET PREPARATION WORKSHOP – MANDATORY**  
 Feb 13 Timecard Due  
 Feb 15 Employee Mileage Reimb Due  
**Feb 18 Presidents' Day Holiday**  
 Feb 19 Monthly Leave Balance Report  
 Feb 22 Agenda Items Due for Mar Board Mtg  
 Feb 22 Budget Transfer Forms Due  
 Feb 22 Budget Expenditure Review – Federal Entitlements, SCE, GT, CTE, SPED & LEP Funds (100% Operating accounts expended and submit plan or budget for 6100s)  
**Feb 18 Presidents' Day Holiday**  
 Feb 27 Timecards Due

### MARCH 2019

Mar 13 Timecards Due  
 Mar 15 Employee Mileage Reimb. Due  
 Mar 8 Documentation for Federal Entitlement TEA Amendment Due to External Funding Office (if necessary)  
**Mar 11-15 Spring Break Holiday**  
 Mar 15 Monthly Leave Balance Report  
 Mar 22 Budget Transfer Forms Due  
 Mar 22 Agenda Items Due for Apr Board Mtg.

### APRIL 2019

Apr 3 Timecards Due  
 Apr 9 Sales Tax Report – 1st Quarter  
 Apr 15 Employee Mileage Reimb. Due  
 Apr 15 Last Day to Submit Purchase Requisitions for Funds 101, 185, 196, 199 with Class Objects 6300 & 6600  
**Apr 16 Monthly Leave Balance Report**  
 Apr 17 Timecards Due  
 Apr 19 Agenda Items Due for May Board Mtg  
 Apr 19 Spring Holiday  
 Apr 27 Budget Transfer Forms Due

### MAY 2019

**May 3 END OF YEAR FINANCE**  
 May 8 Timecards Due  
 May 10 Last Day for CAMPUSES to Submit Purchase Requisitions for Funds 185, 196, 199 w/Class Objects 6200 & 6400  
 May 15 Employee Mileage Reimb Due  
 May 15 Last Day for Campus FR Activities  
**May 16 Monthly Leave Balance Report**  
 May 24 Agenda Items Due for June Board Mtg  
 May 22 Timecards Due  
 May 24 Budget Transfer Forms Due  
**May 27 Memorial Day Holiday**  
 May 31 Update Improvement Plans w/ Funding & FTE Information (Final)  
 May 31 Spring Semester FR Activity Recaps Due  
 May 31 Last Day of School(Students)

### JUNE 2019

Jun 3 Last Day to Submit Purchase Requisitions for ALL FUNDS  
 Jun 5 Timecards Due  
 Jun 7 Semi-Annual Certifications (Spring Semester) Due to External Funding Office  
 Jun 10 Last day to submit Warehouse Requisitions  
 Jun 14 Employee Mileage Reimb Due  
 Jun 17 Monthly Leave Balance Report  
 Jun 19 Time Cards  
 Jun 20 Federal Entitlement 2018-2019 Application Draft Due to External Funding Office  
 Jun 21 Agenda Items Due for July Board Mtg  
 Jun 30 Fiscal Year 2019 End Date

### ACCOUNTS PAYABLE WEEKLY TIMELINES

Tuesday Fuel Logs Due  
 Friday PO Change/Cancellation Forms  
 Friday Documentation for Check Request

### LEGEND

- ◆ Due to Payroll Office
- ◆ Due to Accounting Office
- ◆ Due to Asset Management Office
- ◆ Due to Accounts Payable Office
- ◆ Due to External Funding Office
- ◆ Due to Purchasing Office
- ◆ Due to Travel Office
- ◆ Holiday
- ◆ TRAINING

### FINANCIAL SERVICES DIVISION

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