**Important Dates**

**July**

* Start entering Blanket Orders for the new school year.
* Complete receiving on any purchase orders that delivered when you were on break.
* Prepare for external audit.
* ***Cannot*** enter budget amendments until you receive email from Budgets!
* Pay Dates posted in Time & Attendance (payroll processor)
* Year End Bank Reconciliation & Activity ledger for y/e to Internal Audit
* Await contact from Internal Audit x6344 ***after*** sending Year-end checklist to get EPES closed (do not record anything into EPES until your books are closed by Internal Audit)

**August**

* Auditors will be calling for external audit.
* Make sure any new teachers have supplies needed for the year.
* Start booking buses for field trips (use the bus bid)
* Distribute Fundraiser Approval forms to teachers/sponsors
* Voucher for At Risk Funds

**September**

* Grants Close - check email from Grants & Awards (90 day memo)

**October**

* Catch up and plan ahead!
* Look at Open PO’s

**November**

* Complete on-line receiving for orders that have been ***delivered*** before Thanksgiving Break

**December**

* All orders for 900XA money should be submitted to bookkeeper.
* Grants Close - check email from Grants & Awards (90 day memo)
* Complete on-line receiving for orders that have been ***delivered*** before Christmas Break
* Make sure any requested W-9’s (email sent) are sent to Accounts Payable ***before*** Christmas Break.

**January**

* Pull Open PO Report and make sure old PO’s are closed.
* All 900XA money should be Encumbered

**February**

* Budget Comparison sent out to Principal’s
* Email sent from Purchasing on Year-end dates/deadlines for Requisition Entry

**March**

* Order testing pencil’s, protractor’s, and/or calculators (testing materials)
* Check for adequate calculators and correct batteries
* Inquire Testing Snacks with Nutrition Services
* Grants Close - check email from Grants & Awards (90 day memo)
* Complete on-line receiving for orders that have been ***delivered*** before Spring Break
* Prepare Principal Combining Budget (e-mail sent from Internal Audit)

**April**

* Deadline established in email from Purchasing on last day to enter current year orders. (April 24, 2020 – tentative date/reference email sent in Feb.)
* Verify reservations (bus and admission) for end of the year field trips in May.
* ***All*** grant money should be spent!

**May**

* Start on Year-end audit packet
* Check on Board School Wide Fundraiser Submission Form
* Check on Agenda Order
* Before you leave for summer break, perform any school activity fund transfers if there are EPES activity accounts you plan to delete for the new fiscal year
* Ensure no negative balances in EPES
* Transfer any remaining At Risk money to Student General Activity Account
* Check all internal stock to ensure adequate count of envelopes, labels, colored paper and US stamps are on hand for summer mailings

**June**

* End of June – No more transfers of *current* year money
* Continue year-end audit packet
* Grants Close - check email from Grants & Awards (90 day memo)