

# July 2021

## TFSD #411 BUSINESS OFFICE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 Accounts Payable Approved  Annual Budget Hearing Board Meeting	13 Accounts Payable Checks Released	14	15	16	17
18	19	20	21	22	23	24
25	26  Regular Board Meeting  Work Session	27	28	29	30 Accounts Payable Invoice Cut Off	31

# August 2021

## TFSD #411 BUSINESS OFFICE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Accounts Payable Approved  Board Meeting	10 Accounts Payable Checks Released	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 PAY DAY	26	27	28
29	30	31 Accounts Payable Invoice Cut Off				

# September 2021

TFSD #411 BUSINESS OFFICE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9 L2 Extension Request (if needed)	10	11
12	13 Accounts Payable Approved  Board Meeting	14 Accounts Payable Checks Released  Emergency Levy Request	15	16	17	18
19	20	21	22  Board Work Session	23	24  PAY DAY	25
26	27	28	29	30 Accounts Payable Invoice Cut Off  In-District Travel Forms for Quarter due at D.O.		

# October 2021

## TFSD #411 BUSINESS OFFICE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 Accounts Payable Approved IFarms Report to Board Board meeting	12 Accounts Payable Checks Released	13	14	15 <u>All Budgets due at DO (Federal Programs &amp; New Alloca- tions given by Dr. Dickinson</u>	16
17	18	19	20	21	22	23
24	25 PAY DAY	26 Annual Financial Condition to Times News	27 Annual Report to Times News Audit Approved by Board Board Meeting	28	29 Accounts Payable Invoice Cut Off	30
31						

# November 2021

## TFSD #411 BUSINESS OFFICE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Trustee Election Day	3	4	5	6
7	8 Accounts Payable Approved  Board Meet-	9 Accounts Payable Checks Released	10 Audit to State Department of Education	11	12	13
14	15	16	17	18	19 PAY DAY	20
21	22	23	24	25	26	27
28	29	30 Accounts Payable Invoice Cut Off				

# December 2021

## TFSD #411 BUSINESS OFFICE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13 Accounts Payable Approved  Board Meeting	14 Accounts Payable Checks Released	15	16	17 PAY DAY	18
19	20	21	22	23	24	25
26	27	28	29	30 Annual/ Organizational Meeting Notice to be published	31 Accounts Payable Invoice Cut Off In-District Travel Forms for Quarter due at D.O.	

# January 2022

## TFSD #411 BUSINESS OFFICE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Custodial Requests to Emory Warren	5	6	7 Custodial Requests to Purchasing Paper & Gen- eral Supply Requests to Purchasing	8
9	10 Accounts Payable Approved  Board Meeting Organizational/ Annual meeting	11 Accounts Payable Checks Released	12	13	14	15
16	17	18	19	20	21	22
23	24	25 PAY DAY	26	27	28	29
30	31 Accounts Payable Invoice Cut Off					

# February 2022

## TFSD #411 BUSINESS OFFICE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Board Meeting	8	9	10	11	12
13	14 Accounts Payable Approved	15 Accounts Payable Checks Released	16	17	18	19
20	21	22	23 Board Meeting	24	25 PAY DAY	26
27	28 Accounts Payable Invoice Cut Off					



# March 2022

## TFSD #411 BUSINESS OFFICE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Board Meeting	8	9	10	11	12
13	14 Accounts Payable Approved	15 Accounts Payable Checks Released	16	17 <u>Last Day for Budget Transfers All Programs Except for School Activity &amp; Year-Round Programs</u>	18 PAY DAY	19
20	21	22	23	24	25	26
27	28	29	30 Board Meeting	31 Accounts Payable Invoice Cut Off  In-District Travel forms for quarter due at D.O.		

# April 2022

## TFSD #411 BUSINESS OFFICE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 Accounts Payable Approved  Set Hearing Date Board Meeting	12 Accounts Payable Checks Released Letter to County Clerk Budget Hearing Date & Location	13	14	15 <u>Requisition Cutoff for School Year 2021-22 Except Year Round Programs and School Accounts</u>	16
17	18	19	20	21	22 2022-2023 Proposed Budget	23
24	25 PAY DAY	26	27  Board Meeting	28	29 Accounts Payable Invoice Cut Off	30

# May 2022

## TFSD #411 Business Office

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Proposed 2022-2023 Budget to D.O.	3	4 <u>Last day for ALL Budget Trans- fers (Schools, IT, Mainte- nance, DO)</u>	5	6	7
8	9 Accounts Payable Approved 2022-23 Prelimi- nary Budget. Working Draft Approval Board Meeting	10 Accounts Payable Checks Released Budget & Amended Budget to Times News	11	12	13 Last Day for Summer School Requisitions	14
15	16 <u>Last Day for ANY Large Pur- chases of Sup- plies &amp; Equip- ment ALL FUNDS</u>	17	18	19	20	21
22	23	24	25 PAY DAY	26 Requisitions (PAPER) Accepted at DO for 2022-23 School Year	27	28
29	30	31 Accounts Payable Invoice Cutoff Publish and Post Budget Hearing / Amended Budget Hearing & Sum- mary Statements				

# June 2022

## TFSD #411 Business Office

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Requisition Cut Off for DO & Child Nutrition	3 Requisition Cut Off for ALL Student Funds 2021-2022 School Year	4
5	6	7	8	9	10	11
12	13 Accounts Payable Approved Budget (Public) Hearing— Amended Budget Adoption Board Meeting	14 Accounts Payable Checks Released	15	16 Requisition Cut Off for 2021-2022 (Technology - Maintenance)	17	18
19	20	21	22	23	24 PAY DAY	25
26	27	28	29	30 Accounts Payable Invoice Cut off In-District Travel forms for Quarter due Signed Budget & Amended to SED		