

South Pike School District

Accounting Calendar / Finance Deadlines 2018 – 2019

Complete and submit travel to our office within 14 days of traveling per District Policy DJD.

Also, complete and submit check requests *as soon as you are aware of the need for the check.*

We cannot guarantee checks will be processed by the date requested.

Do **NOT** wait until cut-off to process paperwork.

JULY 2018

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 5 Board Meeting
- 14 Payroll Cut-off
- 23 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 31 Payday

AUGUST 2018

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 2 Board Meeting
- 11 Payroll Cut-off
- 27 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 31 Payday

SEPTEMBER 2018

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 6 Board Meeting
- 8 Payroll Cut-Off
- 24 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 28 Payday

OCTOBER 2018

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 4 Board Meeting
- 6 Payroll Cut-Off
- 22 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 31 Payday

NOVEMBER 2018

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 1 Board Meeting
- 3 Payroll Cut-Off
- 26 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 30 Payday

DECEMBER 2018

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 6 Board Meeting
- 8 Payroll Cut-Off
- 17 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 20 Payday

Complete and submit travel to our office within 14 days of traveling per District Policy DJD.
Also, complete and submit check requests ***as soon as you are aware of the need for the check.***
We cannot guarantee checks will be processed by the date requested.
Do NOT wait until cut-off to process paperwork.

JANUARY 2019

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 3 Board Meeting
- 12 Payroll Cut-Off
- 28 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 31 Payday

FEBRUARY 2019

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 7 Board Meeting
- 9 Payroll Cut-Off
- 25 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 28 Payday

MARCH 2019

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 7 Board Meeting
- 9 Payroll Cut-Off
- 25 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 29 Payday

APRIL 2019

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 4 Board Meeting
- 13 Payroll Cut-Off
- 15 Close out deadline – Completed Requisitions, Purchase Orders, and Check Requests @ Noon
- 22 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 30 Payday

MAY 2019

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 2 Board Meeting
- 11 Payroll Cut-Off
- 24 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 31 Payday

JUNE 2019

Every Tuesday by 11:00 - Prior week's Absentee Log, Admin. Time Sheets, Time Card Reports, & Transmittal Reports due

- 6 Board Meeting
- 8 Payroll Cut-Off
- 24 Travel, AP Docket and Board Agenda Cut-Off @ Noon
- 28 Payday