

**2019-20 FINANCIAL YEAR-END
PLANNING CALENDAR**

ACT-Accounting, **HR**-Human Resources, **INS**-Insurance, **INV**-Inventory, **PAY**-Payroll, **PUR**-Purchasing

MAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27-Apr	28-Apr	29-Apr	30-Apr	1
		ACT: AP/ACH check run		HR: Special Calendars due to HR INS: Calcs & Estimates PUR: All Locations-PO Req's estimated to be \$50,000 or more must be routed to purchasing
4	5	6	7	8
PAY: Payroll due		ACT: AP/ACH check run PAY: True Time submissions due		HR: Changes complete PAY: True Time 1 st approvals due
11	12	13	14	15
PAY: 1 st standards PAY: Prenotes	INS: Estimates to Billing INS: Invoice Listing Report PAY: True Time final approvals due	ACT: AP/ACH check run ACT: Insurance vendor check run HR: New FY 2021 plan created	PAY: Final standards	ACT: P-Card Reconciliations due to Accounting PUR: All Locations-Begin entering FY 2020-21 Purchase Req's PUR: Select FY 2020-21 to post in NY PUR: Select FY 2019-20 to post in CY
18	19	20	21	22
	PAY: Final calc & payroll processing	ACT: AP/ACH check run		\$\$ PAYDAY \$\$ INV: Trad Schools-Last day to enter and approve FY 2019-20 Inv Req's for guaranteed delivery by June 5
25	26	27	28	29
		ACT: AP/ACH check run	INS: Final calc	INS: Composite INV: Trad Schools-1 st Day to enter NY startup orders. Use FY 2020-21 to post to NY. Any NY Inv Req's entered on or after today will be delivered after July 2 PAY: Allocate classified vacation days PAY: Deduction checks

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JUNE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 ACT-PUR: Last day for P-Card expenditures for FY 2019-20	2 PAY: Payroll due	3 ACT: AP/ACH check run PAY: Trad Schools-True Time submissions due. Nutr Mgrs approvals due by the end of day	4	5 Traditional Schools-Classwork Ends INV: Trad Schools-Last day for delivery of FY 2019-20 orders PAY: True Time 1 st Approvals Due
8	9 PAY: True Time final approvals due	10 ACT: AP/ACH check run INV & PUR: All Schools-Last day to enter & principals approve any FY 2019-20 Purchase & Inventory Requisitions. Inventory Requisitions to be delivered by June 24.	11 ACT: Trad elementaries-Deadline for FY 2019-20 NPO's, mileage, JE & check requests to be entered and approved. All invoices verified & sent to Accounting for June payment. HR: Changes complete	12 YR Track A-Classwork Ends ACT: Trad Elementaries-P-Card reconciliations due to Accounting PAY: 1 st standards PAY: Prenotes PUR: Last Day for Admin of Schools to approve FY 2019-20 Purchase Requisitions. No guaranteed delivery after this date.
15	16 INS: Estimates to Billing INS: Invoice Listing Report	17 ACT: AP/ACH check run ACT: Insurance vendor check run PAY: Final Standards	18 ACT: Secondary and YR Schools & Departments- P-Card Reconciliations due to Accounting	19 PUR: Inactivate FY 2019-20 PO numbers by 3:00 pm PUR: Last day to print/update FY 2019-20 PO's
22 PAY: Final calc & payroll processing PAY: July payroll payables PAY: August payroll payables	23	24 ACT: AP/ACH check run ACT: Secondary and YR schools-Last day to submit Cash Receipts & JE's INV: Last day for non-food deliveries INV: Last day to clear FY 2019-20 Pick Tickets & Inventory Update INV: All Warehouses-Last day to receive	25 \$\$ PAYDAY \$\$ INV: Warehouses closed for Physical Inventory, NO DELIVERIES	26 INV: Warehouses closed for Physical Inventory, NO DELIVERIES
29 ACT: Inventory Value Report for each warehouse, after 3:00 pm INS: Final calc INV: Warehouses closed INV: Inv Adjustments completed by 3:00 pm & final inventory update PAY: All FY 2019-20 time off should be entered by end of day today	30 ACT: Final FY 2019-20 Invoices, Check Requests, JE's & Cash Receipts ACT: AP check run (no ACH) INS: Composite INV: All warehouses closed, auditors in the AM PAY: All FY 2019-20 FY time off to be approved PAY: Deduction checks			

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JULY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 SKYWARD FINANCE ROLLOVER ACT: No AP/ACH check run INS: Calcs & estimates PAY & HR: Payroll & HR Year End PAY: Allocate time off PAY: YR Schools-Nutr Mgrs True Time approvals due by end of day PUR: Roll open PO's, NO PO printing or order entry	2 YR B/C/D Track-Classwork Ends ACT: Start entering 2020-21 invoices INV: Start receive/pick 2020-21 Inv PAY: Payroll due, generate No Abs Incentive Report PUR: Send out PO for FY 2020-21	3 
6	7	8 ACT: First AP/ACH check run for FY 2020-21 HR: Changes complete PAY: True Time submissions due	9	10 PAY: 1 st Standards PAY: True Time 1 st approvals due PAY: Generate no abs incentive pay
13 PAY: Prenotes	14 INS: Estimates to Billing INS: Invoice Listing Report PAY: True Time final approvals due	15 ACT: AP/ACH check run ACT: Insurance vendor check run PAY: Final standards	16 ACT: P-Card Reconciliations due to Accounting	17
20 PAY: Final calc & payroll processing	21	22 ACT: AP/ACH check run	23 \$\$ PAYDAY \$\$	24 
27 YR A/B/C Track-Classwork Begins HR: Sub tracking year-end PAY: Delete hourly/misc pay codes	28 INS: Final calc	29 ACT: AP/ACH check run INS: Composite	30	31 PAY: Deduction checks

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AUGUST

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 INS: Calcs & estimates	4 PAY: Payroll due	5 ACT: AP/ACH check run PAY: True Time submissions due	6	7 PAY: True Time 1 st approvals due
10	11 PAY: Prenotes PAY: True Time final approvals due	12 ACT: AP/ACH check run PAY: 1 st standards	13	14 HR: Changes complete
17 High School Classwork Begins PAY: Final standards	18 Traditional & Middle School Classwork Begins INS: Estimates to Billing INS: Invoice Listing Report	19 ACT: AP/ACH check run ACT: Insurance vendor check run INS: Insurance rollover	20 YR D Track-Classwork Begins PAY: Final calc & payroll processing	21 ACT: P-Card Reconciliations due to Accounting
24	25 \$\$ PAYDAY \$\$	26 ACT: AP/ACH check run	27	28 INS: Final calc
31 INS: Composite INS: Year end process PAY: Deduction checks				

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