

# School Business Official Calendar



## MONTHLY TASKS

<p><b>JULY</b></p>	<ul style="list-style-type: none"> <li>• 955F July 1</li> <li>• Set ERA/RHC rates in Visions before the first payroll of the year</li> <li>• Quarterly PR (941, UI, W/C) Reports – Due 7/31</li> <li>• Submit Actuals in OBMS – Due 7/31</li> <li>• Cash Report</li> <li>• Submit Final Reports – Due 7/31</li> <li>• 925F</li> <li>• Submit Medicaid Time Study Reports to HPREC – Due 7/31</li> <li>• Submit BEAR forms to USAC</li> <li>• Contracts to/from Ancillary Service Provider</li> <li>• Send Budgets to All Sites</li> <li>• Audit PBC list</li> <li>• Bond Payments Due</li> </ul>
<p><b>AUGUST</b></p>	<ul style="list-style-type: none"> <li>• Athletic Equity Act Report – Due 8/31</li> <li>• Auditor work and scheduled fieldwork</li> </ul>
<p><b>SEPTEMBER</b></p>	<ul style="list-style-type: none"> <li>• Set NMPSIA Premiums Rates before 9/15 payroll</li> <li>• September 30<sup>th</sup> Bilingual Report Due</li> <li>• Review October Sample Billing</li> <li>• Fund Expiration Dates- PO's in by Sept. 30<sup>th</sup> and Liquidated by 10/31</li> <li>• Schedule Bus inspections and emergency evacuation drills</li> </ul>
<p><b>OCTOBER</b></p>	<ul style="list-style-type: none"> <li>• Membership Projections, NBCT, New Program Membership – Due 10/15</li> <li>• 40<sup>th</sup> Enrollment Due</li> <li>• Quarterly PR (941, UI, W/C) Reports – Due 10/31</li> <li>• Submit Actuals in OBMS – Due 10/31</li> <li>• Submit Medicaid Time Study Reports to HPREC – Due 10/31</li> <li>• Instructional Materials Report – Due 10/31</li> <li>• Open Enrollment Begins</li> <li>• Liquidate expiring funds</li> <li>• Run Quarterly Indirect Costs</li> <li>• Review the Budget after all the PY encumbrances are in</li> </ul>
<p><b>NOVEMBER</b></p>	<ul style="list-style-type: none"> <li>• TCI Reporting – Nov 8<sup>th</sup></li> <li>• Audit Due to OSA – Nov 15<sup>th</sup></li> </ul>

<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>• Change NMPSIA rates for Voluntary Life and LTD</li> <li>• 80<sup>th</sup> Day Enrollment Due</li> <li>• Bond Payments Due or schedule future payments</li> </ul>
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>• Upload Tax Tables before the first payroll</li> <li>• Long-term and VT Life premium updates</li> <li>• Update Section 125 Benefit Premiums</li> <li>• Check/Change Mileage reimbursement rate</li> <li>• Quarterly PR (941, UI, W/C) Reports – Due 1/31</li> <li>• Submit Actuals in OBMS – Due 1/31</li> <li>• Submit Medicaid Time Study Reports to HPREC – Due 1/31</li> <li>• Review Cash Projections- First of the year</li> <li>• Mid-Year ESF Analysis Module (Those on Emergency Supplemental Funding)</li> <li>• Receive final Unit Value- prepare BAR</li> <li>• Run Quarterly Indirect Costs</li> <li>• Prepare and send of 1099's- 1/31</li> <li>• Prepare and send out W-2s – 1/31</li> <li>• Prepare and send out 1095 1/31</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• Receive Budget Due Date – Develop Budget Calendar</li> <li>• 120 Day Enrollment Due</li> <li>• Schedule Bus Inspections and emergency evacuation drills</li> <li>• File ACA Reports for taxes</li> <li>• Emergency Supplemental Request Packet is Due</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>• Prep for Budget</li> <li>• Certification of At Risk is due</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>• Quarterly PR (941, UI, W/C) Reports – Due 4/30</li> <li>• Submit Actuals in OBMS – Due 4/30</li> <li>• Submit Medicaid Time Study Reports to HPREC – Due 4/30</li> <li>• Review for any Cash Transfers that need approval -TO PED by June 15</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>• Budget Budget Budget check your due date</li> <li>• New Audit Contract to OSA</li> <li>• Submit Student Accident Insurance for next FY</li> </ul>
<b>JUNE</b>	<ul style="list-style-type: none"> <li>• Final SEG Due – June 4<sup>th</sup>?</li> <li>• All Budgets must be submitted by June 24<sup>th</sup></li> <li>• Indirect costs</li> <li>• Process Annual Po's for next FY</li> <li>• Permanent Cash transfers requests are due to PED</li> <li>• <b>Update Manual of Procedures/Internal Controls</b></li> </ul>