



School Business Manager's Calendar

A month-by-month listing of important tasks and due dates!

*Prepared by:
WASBO's
Small Schools Committee
Original March 2001
Revision March 2007*





September

Business Office

- P223 and P223H Enrollment Report
- CSRS – Core Student Record System due to OSPI by 15th of each month
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE). Draft form until books are closed
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- Run outstanding PO report quarterly and balance with encumbrance total on reports
- Provide orientation for middle school and high school ASB officers and advisors
- Begin F196 reports for year-end closing
- Check allocation of certificated and classified staffing in K-4 and Voc Ed and how it will impact funding
- Notice to all staff and vendors that they must have a Purchase Order
- Record adopted budgets in financial system for the New Year

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal
- Open enrollment for benefits

Food Service

- Complete lunch/breakfast claim by 10th of each month
- Before first day of school, set up petty cash for all kitchens
- Distribute Free/Reduced Letter to Households first day of school
- Archive Free/Reduced Meal forms from previous year
- Approve/Input Free/Reduced Applications for current year prior to October 1st
- Shred all unused Free/Reduced Meal forms from previous year

Personnel

- Transmit new hire reporting
- Finalize S275 for previous year

Transportation

- 1021 Annual School Bus Mileage Report





October

Business Office

- P223 and P223H Enrollment Report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Include end-of-year reports if books are closed
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- A/P Quarterly Use Tax report due to Dept of Revenue
- Submit Dyed Diesel Tax report
- P105A Ethnic Report - due October 15th
- P210 Graduate Dropout data - due October 15th
- P210Voc Enrollment Report for Vocational Education
- Washington State Risk Management Pool annual meeting
- Bill non-high and non-junior high districts
- Check meal and/or per diem rates and change if applicable
- F196 report due October 25
- Review actual enrollment compared to budgeted enrollment and make changes as necessary

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal
- Quarterly Reports (941, Labor and Industry, Unemployment)
- Open enrollment for health benefits

Food Service

- Complete lunch/breakfast claim by 10th of each month
- Enter USDA Commodities into computer quarterly
- 280C-1 Policy Statement and Meals/Milk Counting and Collection Procedure

Personnel

- Transmit new hire reporting
- S275 - Snapshot for November Report - October 1st

Transportation

- Transportation count due to OSPI by 10/21
- Form 1022D filled out by drivers (in ink, no changes)
- Form 1022A filled out by Dispatcher (in ink, no changes)





November

Business Office

- P223 and P223H Enrollment Report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Include end-of-year reports if applicable
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- Check with Special Education director to verify 1077 report filled out correctly according to 12/1 count
- I728 End of Year Report
- P105C Home Based Student Annual Report
- 1497 report due at OSPI (due 11/15). This is the old M808
- Schedule of Expenditure of Federal Awards

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal

Food Service

- Complete lunch/breakfast claim by 10th of each month
- 887 Severe Need Breakfast Program Claim
- Complete verification process of free and reduced lunch applications
- 1505 Food Service Management Companies Financial Information

Personnel

- Transmit new hire reporting
- S275 report due at OSPI in mid November





December

Business Office

- P223 and P223H Enrollment Report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- Run outstanding PO report quarterly and balance with encumbrance total on reports
- P105C Home Based Student Annual Report
- Prepare levy resolution for February voting (if applicable)

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal

Food Service

- Complete lunch/breakfast claim by 10th of each month

Personnel

- Transmit new hire reporting
- Follow-up on S275 edits





January

Business Office

- P223 and P223H enrollment report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- A/P Annual or Quarterly Use Tax report due to Dept of Revenue
- Submit Dyed Diesel Tax report
- Prepare levy resolution for March voting (if applicable)
- Check mileage, meal and/or per diem rates and change if applicable
- Prepare and send out 1099's
- Create New Year (next fiscal year) chart-of-accounts and parameters for early orders
- Check with Special Education Dept regarding Safety Net application
- OCR (Office of Civil Rights) report due in Washington D.C. early February (Ethnic/SE/test scores, etc.)
- 1160 staffing ratio report - Month OSPI should use for enrollment (due any month before 9/30)
- Register for March WASBO Small Schools Committee workshop

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal
- Quarterly Reports (941, Labor and Industry, Unemployment)
- Check for salary compliance problem
- Prepare VEBA agreement (if applicable)
- Increase salary schedule to meet minimum wage
- Send notice of sick leave buy-back to those eligible and check VEBA eligibility
- Prepare and send out W2's
- Check rate/maximum changes for L&I, unemployment and FICA/Medicare
- Update tables as necessary

Food Service

- Complete lunch/breakfast claim by 10th of each month
- Enter USDA Commodities into computer quarterly
- Complete on-site school reviews (must be completed by February)

Personnel

- Transmit new hire reporting
- Update labor posters as needed





February

Business Office

- P223 and P223H enrollment report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- Planning for next fiscal year (RIFs, etc.)
- Annual orders due to KCDA
- Record new tax levies, as needed

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal
- Pay sick leave buy back

Food Service

- Complete lunch/breakfast claim by 10th of each month

Personnel

- Transmit new hire reporting





March

Business Office

- P223 and P223H enrollment report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- Run outstanding PO report quarterly and balance with encumbrance totals on reports
- Start setting your budget calendar
- Check calendar for Classified Employee Week
- Register for May WASBO Annual Conference

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal

Food Service

- Complete lunch/breakfast claim by 10th of each month

Personnel

- Transmit new hire reporting
- Begin personnel budgeting process





April

Business Office

- P223 and P223H enrollment report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- A/P Quarterly Use Tax report due to Dept of Revenue
- Submit Dyed Diesel Tax report
- Begin F203 process (Budget revenue forecast) and begin Budget development
- Check budget calendar and add dates to each month through August, as needed
- Distribute ASB budget development forms to schools
- Bill non-high and non-junior high districts
- Check calendar for Secretaries Week/Day

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal
- Quarterly Reports (941, Labor and Industry, Unemployment)

Food Service

- Complete lunch/breakfast claim by 10th of each month
- Enter USDA Commodities into computer quarterly
- Summer food service application due by May 1st

Personnel

- Transmit new hire reporting
- Prepare RIF notices (if applicable and no May Board meeting before May 15th)





May

Business Office

- P223 and P223H enrollment report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- 365 Traffic Safety Education Application for Certificate of Approval
- Start preparing P213, non-high enrollment report (due in June)
- Set up open purchase orders for new year
- Continue Budget Prep
- Work with categorical program directors on planning for new year budget figures
- Check negotiated agreements for any financial impact on budget
- Check calendar for Teacher Appreciation Week/Day

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal

Food Service

- Complete lunch/breakfast claim by 10th of each month
- 280D Severe Need Breakfast Application
- Plan for Summer Food Program
- Check calendar for Child Nutrition Staff Appreciation Week/Day

Personnel

- Transmit new hire reporting
- Evaluations for classified staff (less than 260 days per year)
- Check that all certificated evaluations are completed
- Prepare RIF notices (if applicable)
- Teamster evaluations due by June 1st
- Send notices to certificated staff regarding their intended salary placement for the new year

Educational Services

- Summer school orders should be placed





June

Business Office

- P223 and P223S Enrollment Report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- Run outstanding PO report quarterly and balance with encumbrance total on reports
- P213 Report students residing in non-high districts and enrolled in high school districts due ESD by June 9
- Have all schools turn in petty cash funds
- Update Point of Sale Software
- Advertise the budget hearing
- Review the need for budget extension (s)
- Verify vocational education staffing ratio reports information
- Verify information transmitted on form 1160

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal
- Add "B" code to anyone who does not work during June

Food Service

- Complete lunch/breakfast claim by 10th of each month
- Have all kitchens turn in their petty cash on last day of school
- Turn in inventory reports before closing the kitchens for the summer
- Record or reimburse any balances for students who pre-paid meals

Personnel

- Transmit new hire reporting
- Evaluations for Teamsters employees - Due June 1st
- Letter of assurance for next year's employment for less than 260 day classified staff and all subs

Educational Services

- Apply to OSPI for Title I and LAP for next year
- Truancy allocation report due to SPI





July

Business Office

- P223S Enrollment Report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- A/P Quarterly Use Tax report due to Dept of Revenue
- Submit Dyed Diesel Tax report
- Prepare E525 Final Home and Hospital Attendance
- F195 (budget) due to ESD July 10
- Verify information transmitted on form 1160 (addition and deduction of staff)
- Verify vocational education staffing information
- End of year report, program allocation for highly capable students - due to OSPI July 15th
- Solicit bids for fuel, dairy, bakery, milk, yearbooks, etc.
- Register for August WASBO Business Managers Conference

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal
- Quarterly Reports (941, Labor and Industry, Unemployment)
- Add "B" code to anyone who does not work during July (Don't add to anyone who retired end of June)

Food Service

- Complete lunch/breakfast claim by 10th of each month
- Enter USDA Commodities into computer quarterly
- Complete Free and Reduced report and submit to OSPI

Personnel

- Transmit new hire reporting
- Evaluations for classified staff (260 day employees)

Transportation

- Bus Routes completed by July or August (depending on your district needs)





August

Business Office

- P223S Enrollment Report
- CSRS
- Reconcile grants, claim reimbursements and alert administrators of any questions
- Transmit cash on hand to county treasurer
- Process monthly journal vouchers and corrections
- Reconcile accounts (bank accounts, general ledger, petty cash, control accounts, etc.)
- Prepare budget status reports for Board (fund balance if over 1000 FTE)
- Process accounts payable vouchers
- Direct county treasurer to update investments
- Print off and check monthly apportionment report
- Forward monthly fiscal reports to applicable building/department/program supervisors
- Review debt service requirements
- Reconcile F197 report
- Adopt budget
- Imprest Fund Accounts - Update resolutions (staffing, amount)
- Begin accrual process for year-end expenditures and revenues

Payroll

- Run monthly payroll(s) and commit
- Make electronic deposits
- Review DRS edit report and correct retirement as necessary
- Release retirement transmittal
- Verify that a "B" code was added to anyone not working during summer
- Process sick leave buyout for retirees
- After August payroll is run, run sick leave, vacation and personal leave balances reports
- Prepare benefits packets for staff for new year
- Start general preparation for new year (insurance pools, etc.)
- Attend data center training on September payroll

Food Service

- Complete lunch/breakfast claim by 10th of each month (if applicable during summer)
- Distribute new Free/Reduced applications to buildings with updates
- Update all Free/Reduced lunch codes in student information system

Personnel

- Transmit new hire reporting
- Prepare for staff orientation

Transportation

- Driver in-service
- Bid on routes for new year, if applicable





Generic Calendar Items

Maintain Board documentation (resolutions, Board minutes, agendas, etc.)
Call State of Washington Military Department Emergency Management Division Phone; (253) 512-7000 for more information regarding Public Assistance Training
Keep up with Legislative changes
District must have a safety committee, which meets at least twice before December break and at least twice before summer break
Conduct quarterly inspections of hazardous materials in your District
Maintain a MSDS (material safety data sheet) list posted on staff bulletin board and update as needed (at least once a year).

Business Office

Check all bargaining agreements for negotiated deadlines
Surplus property
Capital budget
Budget extension process, if needed
Levy planning
Collect updated inventory (fixed assets) reports from buildings and departments
Update imprest amounts and signatures as needed
Review for safety net potential between January and April
Check WASBO Web Page for workshops and/or conferences

Payroll

Benefits pooling per your negotiated agreement
5500 Report filed with IRS within seven months of end of Section 125 year, if applicable

Personnel

Review superintendent's negotiated contract deadline
Review all bargaining agreements

Food Services

If using a food provider, district must have a food advisory committee that meets at least once a year and minutes must be submitted to OSPI

Transportation

Check on annual mileage report for Transportation due in August/September
Drivers' abstracts on those with regular use of vehicles – annually
School Bus Acquisition and Disposition





*Please add these dates as they apply
to your District:*

ESD cooperatives
Risk management pools
Drug testing
Contract renewals
Any other agreements

