**Business Manager Yearly Calendar**

**July**

Fiscal year begins

Prepare/import budget with Supt

Prepare annual report to present to Board

Pack up year’s files and place in bankers box in vault

Final Title I Report/RFF

Final Title IIA Report/RFF

TFFR EOY report – July 15th

Pledge of Securities

EOY Coop Bill

Annual WSI report – July 31st

Schedule audit (every year)

Quarterly Unemployment Report – July 15th

Quarterly 941 Report – July 30th

Quarterly SIT Report – July 30th

Contact Insurance Reps for Professional Dev. Day in August

Yearly Financial Report submitted on STARS and sent to County Supt – August 1st

**August**

Publish in newspaper the School District Financial Report for Publication

Consolidated Application (work with Supt) – August 30th

Payroll-enter new employees, contracts, hourly, leave and deductions

Update certified educational credits for lane changes

Get Forms Ready for High School registration

Mail Letter to Households for Free/Reduced Lunch Apps

**September**

Public Informational Budget Hearing

Employee Compensation Report – Sept 10th

Flex benefits open enrollment for Oct 1st start

Professional Development Report in STARS – October 1st

**October**

Submit Annual Mill Levy Request to County Supt by Oct 1st (can be amended up to Oct 10th)

NDSBA Convention—mandatory for new board members

Quarterly Unemployment Report – October 15th

Quarterly 941 Report – October 30th

Quarterly SIT Report – October 30th

Send Notices for Outstanding Bills

**November**

**December**

Supt. Evaluation – by December 15th

Submit SNP Verification Report

**January**

Prepare W-2’s/1099’s and deliver by Jan 31st

Mid-year Title I report/RFF

Mid-Year Title IIA RFF

Pledge of Securities

Quarterly Unemployment Report – January 15th

Quarterly 941 Report – January 30th

Quarterly SIT Report – January 30th

Send Notices for Outstanding Bills

**February**

Submit W-2’s’/1099’s Electronically (Federal and State)

**March**

Supt. Evaluation – by March 15th

Business Manager Evaluation

**April**

Issue teacher contracts on non-negotiating year between March 1 and May 1st

Quarterly Unemployment Report – April 15th

Quarterly 941 Report – April 30th

Quarterly SIT Report – April 30th

Send Notices for Outstanding Bills

**May**

Issue classified staff contracts and extra-curricular contracts

Drivers Ed money due before start date

Negotiations every other year—issue contracts when finalized

Submit CTE forms and claim – May 31st

Collect updated inventory from staff

Collect Teacher Checkout Forms (Requisitions, Summer Prof. Dev., Requests for Room Updates, etc.)

Check teacher license expirations for upcoming year

Advance Files in Vault one year

**June**

Annual Election (coordinate with County election every other year); canvas results w/in 3 days, send

 notice to elected board member and certify to County Supt. Publish vote (odd years)

Expense teacher contracts

EOY reports

Fiscal year end June 30th

**Monthly Activities**

Payroll (on the 1st and 15th)

TFFR monthly report - 15th of the month

EFTPS – due after every payroll

Child Support/New Hire Report

Report online CMS payroll information

Pay bills/credit cards

Enter receipts

Deposit money

Bank reconciliations

Prepare EOM financial reports

Prepare for board meetings (minutes, board bills, agenda, notifications and financials)

Submit minutes for publications

Submit FFV/SNP claims

Put together/mail monthly newsletter