

**Kendra Dockter
Richland #44**

July	August	September
NEW Fiscal year	Preliminary Cert of Levy	Employee Comp. Report
Annual Audit Items	Annual Payroll Notices	Fall Pupil Membership Report
Title/REAP Reports	Hearing Notices	F&R Applications
Fuel Tax Rebate	Financial Report to DPI	Mill Levy Hearing
Update Inventories	Locker List	Summer School Reports
NSLP Hot Lunch Renewal	Make Activity Passes	SS ESY to SV Sp. Ed (Peg)
TFFR EOY Report	Enroll New Students	
WSI Report	Create VB & FB Programs	**Turn ON File Transfer (Stars)
Back to School Packets	Order "Colts" Clothing	
Board Items	Family Directory	
Propose Est. Budget		
Res. for Dest. Of Documents	^Monthly Items	^Monthly Items
Annual Meeting (set official items)		
^Monthly Items		
#Quarterly Items		

October	November	December
Final Cert of Levy		
NDSBA Conv.	Board Items:	Create BB Programs
	Supt. Evaluation	
Parents Night Flowers		
^Monthly Items	^Monthly Items	^Monthly Items
#Quarterly Items		

January	February	March
Title/REAP Reports	F&R Verification Report	Notice of Vacancies (Election)
W-2's/1099's	W-3/1096	*Issue Teacher Contracts (non-negotiating years)
Start Est. Budget for next year		
New NDW-R (MN employees)	Parents Night Flowers	Board Items-Supt Eval
^Monthly Items	^Monthly Items	^Monthly Items
#Quarterly Items		

April	May	June
Board Items	Notice of Election	**END of Fiscal Year**
3-5 Year planning meeting (Even years)	Intents to Return Noncert.	PMR Report
Find Election Workers	Schedule Audit for July	Election
	Graduation Programs	Teacher Requisition Orders
	Board Items	Expense Teacher Contracts
	Approve Sum.S & PK	Scoreboard Sponsor Invoices
^Monthly Items	Negotiations (odd yrs)	**Turn OFF File Transfer (Stars)
#Quarterly Items	^Monthly Items	^Monthly Items

#Quarterly Items
941 Report
SIT - North Dakota
SIT - Minnesota
Unemployment Report
^Monthly Items
Payroll & Payables
Code & Pay Bills
Hot Lunch Claim (FFVP, NSLP)
Create Monthly Newsletter
Compact Database
Reconcile Accounts
School Board Meeting
Update Est. Budget
Publish approved minutes
Update Window Display
Daily Items
Daily Announcements
Lunch Count to Cooks
Open Mail
Answer Phones/Messages
Website updates
Enter Payments/Deposits
Items as they come up
PO's/Ordering
Cash Boxes Ready
Pop orders for concessions
Fitness Center Memberships
Program FOB's/Doors
Post Job Openings
Administer medications
Unemployment Claims

