|  |
| --- |
| **Accounting Office Calendar** |
| **2018-2019 School Calendar** |
| 21 days

|  |
| --- |
| **July 2018** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| **22** | **23** | **24** | **25** | **26** | **27** | **28** |
| **29** | **30** | **31** |  |  |  |  |
|  |  |  |  |  |  |  |

 | 23 days

|  |
| --- |
| **August 2018** |
| **Su** | **M** | **Tu** | **W** | Th | **F** | **S** |
|  |  |  | **1** | **2** | **3** | **4** |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| **19** | **20** | **21** | **22** | **23** | **24** | **25** |
| **26** | **27** | **28** | **29** | **30** | **31** |  |
|  |  |  |  |  |  |  |

 | 19 days

|  |
| --- |
| **September 2018** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  |  |  |  | **1** |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| **30** |  |  |  |  |  |  |

 |
| 21 days

|  |
| --- |
| **October 2018** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  | **1** | **2** | **3** | **4** | **5** | **6** |
| **7** | **8** | **9** | **10** | **11** | **12** | **13** |
| **14** | **15** | **16** | **17** | **18** | **19** | **20** |
| **21** | **22** | **23** | **24** | **25** | **26** | **27** |
| **28** | **29** | **30** | **31** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 | 17 days

|  |
| --- |
| **November 2018** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  |  | **1** | **2** | **3** |
| **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **11** | **12** | **13** | **14** | **15** | **16** | **17** |
| **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| **25** | **26** | **27** | **28** | **29** | **30** |  |
|  |  |  |  |  |  |  |

 | 13 days

|  |
| --- |
| **December 2018** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  |  |  |  | **1** |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| **30** | **31** |  |  |  |  |  |

 |
| 20 days

|  |
| --- |
| **January 2019** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  | **1** | **2** | **3** | **4** | **5** |
| **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **13** | **14** | **15** | **16** | **17** | **18** | **19** |
| **20** | **21** | **22** | **23** | **24** | **25** | **26** |
| **27** | **28** | **29** | **30** | **31** |  |  |
|  |  |  |  |  |  |  |

 | 20 days

|  |
| --- |
| **February 2019** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  |  |  | **1** | **2** |
| **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| **17** | **18** | **19** | **20** | **21** | **22** | **23** |
| **24** | **25** | **26** | **27** | **28** |  |  |
|  |  |  |  |  |  |  |

 | 16 days

|  |
| --- |
| **March 2019** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  |  |  | **1** | **2** |
| **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| **17** | **18** | **19** | **20** | **21** | **22** | **23** |
| **24** | **25** | **26** | **27** | **28** | **29** | **30** |
| **31** |  |  |  |  |  |  |

 |
| 20 days

|  |
| --- |
| **April 2019** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  | **1** | **2** | **3** | **4** | **5** | **6** |
| **7** | **8** | **9** | **10** | **11** | **12** | **13** |
| **14** | **15** | **16** | **17** | **18** | **19** | **20** |
| **21** | **22** | **23** | **24** | **25** | **26** | **27** |
| **28** | **29** | **30** |  |  |  |  |
|  |  |  |  |  |  |  |

 | 18/22 days

|  |
| --- |
| **May 2019** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  | **1** | **2** | **3** | **4** |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| **19** | **20** | **21** | **22** | **23** | **24** | **25** |
| **26** | **27** | **28** | **29** | **30** | **31** |  |
|  |  |  |  |  |  |  |

 | 20 days

|  |
| --- |
| **June 2019** |
| **Su** | **M** | **Tu** | **W** | **Th** | **F** | **S** |
|  |  |  |  |  |  | **1** |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| **30** |  |  |  |  |  |  |

 |

 12/20, 4/22, 5/24 - weather days

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | School Closed/ Holidays |  |  | Invoices/Bills Due to AP Time Edits/Leave Requests Due  |
|  |  |  |  |  |  |
|  |  | Begin Pay Period |  |  | Receivables Due Time Sheets Due |
|  |  |  |  |  |  |
|  |  | End Pay Period |  |  | Pay Day |  | Inventory Days |
|  |  |  |  |  |  |

**Board Meeting Dates: (*Usually 3rd Monday of month*) 7/16, 8/20, 9/17, 10/15, 11/15, 12/17, 1/17, 2/21, 3/18, 4/15, 5/20, 6/17**

**Claim Docket Pay Dates: 7/17, 8/21, 9/18, 10/16, 11/16, 12/18, 1/18, 2/22, 3/19, 4/16, 5/21, 6/18, 6/28**

**INVENTORY SCHEDULE:**

**Aug 20-24 AES; Aug 27–Sept 7 BSM; Sept 10-14 AHS; Sept 17-21 ARC/PC; Sept 24-28 BS/FS**

**Apr 1-5 AHS; Apr 8-18 BSM; Apr 23-26 ARC; Apr 29–May 3 FS/PC; May 6-10 AES; May 22–23 AHS (library); May 25–29 BS**

**Personnel Items due to HR (by noon): 7/5, 8/9, 9/6, 10/4, 11/6, 12/6, 1/8, 2/12, 2/28, 4/4, 5/9, 6/6**