

RCSD ACCOUNTING CALENDAR

July 2009-June 2010

Accounts Payable
AP Checks are printed
and mailed on the
Second Wednesday
of the Month

Insurance Activity Fund

Payroll*
Time Sheets
Bus Reports
Kronos Approval
Sch Absence Report

July 2009	
7	Accounts Payable purchase orders due <u>by 4 p.m.</u>
8	Activity Fund transmittal due by 4 pm
22	Payroll * Due (pay period 6/5-7/19 – 5 weeks)
30	Pick up paychecks
31	PAYDAY
31	Accounts Payable purchase orders due <u>by 4 p.m.</u>

August 2009	
7	Activity Fund transmittal due by 4 pm
19	Payroll * Due (pay period 7/20-8/16 – 4 weeks)
28	Pick up paychecks
31	PAYDAY
31	Accounts Payable purchase orders due <u>by 4 p.m.</u>

September 2009	
8	Activity Fund transmittal due by 4 p.m.
16	Payroll * Due (pay period 8/17-9/13 – 4 weeks)
29	Pick up paychecks
30	PAYDAY
30	Accounts Payable purchase orders due <u>by 4 p.m.</u>

October 2009	
7	Activity Fund transmittal due by 4 p.m.
14	Payroll * Due (pay period THURSDAY 9/14-10/11 – 4 weeks)
30	All Health Insurance Apps Due For Open Enrollment (Changes or New Additions)
29	Pick up paychecks
30	PAYDAY
30	Accounts Payable purchase orders due <u>by 4 p.m.</u>

November 2009	
6	Activity Fund transmittal due by 4 p.m.
11	Payroll * Due (pay period 10/12-11/8 – 4 weeks)
20	Pick up paychecks
30	PAYDAY
30	Accounts Payable purchase orders due <u>by 4 p.m.</u>

December 2009	
7	Activity Fund transmittal due by 4 p.m.
9	Payroll * due (pay period 11/9-12/6 – 4 weeks)
17	Pick up paychecks
18	PAYDAY
18	Accounts Payable purchase orders due <u>by 4 p.m.</u>

Accounting Calendar Continue July 2009-June 2010

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Activity Fund

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January 2010	
8	Activity Fund transmittal by 4 p.m.
13	Payroll * due (pay period 12/7-1/10 – 5 weeks)
28	Pick up paychecks
29	PAYDAY
29	Accounts payable purchase orders due by 4 p.m.

February 2010	
5	Activity Fund transmittal by 4 p.m.
10	Payroll * due (pay period 1/11-2/7 – 4 weeks)
25	Pick up paychecks
26	PAYDAY
26	Accounts Payable purchase orders due by 4 p.m.

March 2010	
5	Activity Fund transmittal due by 4 p.m.
10	Payroll* due (pay period 2/8-3/7 – 4 weeks)
30	Pick up paychecks
31	PAYDAY
31	Accounts Payable purchase orders due by 4 p.m.

April 2010	
8	Activity Fund transmittal due by 4 p.m.
15	Payroll* due (pay period 3/8-4/11 – 5 weeks)
29	Pick up paychecks
30	PAYDAY
30	Accounts Payable purchase orders due by 4 p.m.

May 2010	
7	Activity Fund transmittal due by 4 p.m.
18	Payroll* due (pay period 4/12-5/16– 5 weeks)
27	Pick up paychecks
28	PAYDAY
28	Accounts Payable purchase orders due by 4 p.m.

June 2010	
7	Activity Fund transmittal due by 4 p.m.
16	FINAL ACCOUNTS PAYABLE FY '09 PURCHASE ORDERS DUE BY 10:00 A.M.
16	Payroll* due (Pay period 5/17-6/13 – 4 weeks)
29	Pick up paychecks
30	PAYDAY