

Alaska Association of School Business Officials
Business Officials Master Calendar

- | | |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July | <ul style="list-style-type: none">• Close prior fiscal years - final reconciliations, journal entries• Quarterly grant reimbursement billings - close grants or use 5th quarter• Current year budget report due to DEED - July 15• Payroll quarterly reports - 941, ESC, etc. |
| August | <ul style="list-style-type: none">• Annual audit conducted by independent auditors |
| September | <ul style="list-style-type: none">• Finalize annual financial report• CIP six year plan due to DEED - requires Board action (due dates and forms on DEED website)• 70/30 waiver request |
| October | <ul style="list-style-type: none">• Prior year audited annual financial report due to DEED• Quarterly grant reimbursement billings• Payroll quarterly reports
• OASIS 20 day count period ends the 4th Friday in October• Review current year's budget for validity - adjust for actual hires - requires Board action• ASBO Annual Conference |
| November | <ul style="list-style-type: none">• OASIS is due 10 days after the close of the 20 day count period• Subsequent year's enrollment projection is due with the OASIS report <p>Note: DEED is required to withhold funds if prior year audited financial report hasn't been received by DEED</p> |
| December | <ul style="list-style-type: none">• Respond to OASIS findings• Develop subsequent year's budget• Indirect cost rate report• ALASBO Annual Conference |
| January | <ul style="list-style-type: none">• Quarterly grant reimbursement billings• Payroll quarterly reports• Reconcile mail w-2's• Alaska Legislature convenes• Reconcile and mail 1099's Impact Aid report |
| February | <ul style="list-style-type: none">• Develop subsequent year's budget - requires Board action |

- W3
 - 1096 (?) report
- March
- Take a vacation
- April
- Quarterly grant reimbursement billings
 - Payroll quarterly reports
 - ALASBO Legislative Fly-In
- May
- Alaska Legislature adjourns (usually)
- June
- Update subsequent year's budget for any funding changes resulting from Legislative action
- Monthly
- Review all bank reconciliations
 - Review all general ledger accounts
 - Food service reports due to DEED
 - Pupil Transportation Student Accident Report to DEED
- Other
- Book mark the DEED website as a favorite on your computer
 - Monitor State Board of Education Meetings - Agendas and minutes available on line at DEED website
 - Monitor PERS/TRS Retirement Board Meetings - Agendas and minutes available on line - Division of Retirement and Benefits
 - Monitor all legislation pertinent to education
 - Become a member of Alaska Association of School Business Officials
 - Become a member of Association of School Business Officials
www.asbointl.org
 - E-Rate - November and January deadlines usually
 - Insurance renewals, etc.
 - Gaming Report
 - Lobbyist Report
 - Review prior year files to get a 'lay of the land'