**JULY**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Begin New Year Processing – Roll Accounting Period (BGL-2) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Begin processing New Year P.O.’s | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Close Fiscal Year, which includes budget completions (BGL- 2) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Continue preparing for Year End Close (BGL- 2) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Mass post Accruals | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| \* | Perform depreciation once a year, if done in July | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Perform Step Increase | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Prove encumbrances for quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Reconcile fixed asset module to G/L module for quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Review Accumulators for quarter | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| \* | Run the Annual Financial Report | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Update Job/Salary Records for New Year Grants & Extra Service |  |
| 1st | LEA submission of [Superintendent Compensation Survey](https://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx) | Ann Culbertson – 502-564-3846, ext. 4438 |
| 1st | LEA submission of [Superintendent Contracts](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx) | Ann Culbertson – 502-564-3846, ext. 4438 |
| 1st | School Bus ordering system closes | Carl Meehan – 502/564-5279, ext. 4442 |

**JULY (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 1st | Set Holding-year open flag on 1st working day (BGL-2) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 1st | The [Fidelity Bond](https://education.ky.gov/districts/FinRept/Pages/Fidelity%20Bond.aspx) web-based form is due to KDE, Division of District Support | Jackie Chism – 502/564-3846, ext. 4445 |
| 1st | The [Pledge of Collateral](https://education.ky.gov/districts/FinRept/Pages/Pledge%20of%20Collateral.aspx) web-based form is due to KDE, Division of District Support | Jackie Chism – 502/564-3846, ext. 4445 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 8th | LEA submission of [Transportation Mileage Form](http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx) due | Ann Culbertson – 502-564-3846, ext. 4438 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 20th | CERS Annual Report due to CERS | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 25th | [CDIP](https://education.ky.gov/districts/fin/Pages/Comprehensive-District-Improvement-Plan-Funding-and-Finance.aspx) Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Chris Monroe – 502/564-1979, ext. 4323 |
| 25th | LEA submission of [Tax Collector’s Report and Reconciliation](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) due for Previous School Year’s Tax Collection | Sarah Tandy – 502/564-3846, ext. 4454 |
| 25th | LEA Submission of [Tax Rate Levy](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) Form due (July 25 - Dec) | Sarah Tandy – 502/564-3846, ext. 4454 |
| 25th | LEA submission of [Unaudited Annual Financial Report (AFR) & Balance Sheet Report](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) due (Munis Guides under General Ledger YE) | Karen Conway – 502/564-3846, ext. 4435 |
| 25th | [Math Achievement](https://education.ky.gov/curriculum/conpro/Math/Pages/MAF-Grant.aspx) Fund Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Shelby Power – 502/564-1979, ext. 4332 |
| 25th | [Read to Achieve](https://education.ky.gov/curriculum/conpro/engla/Pages/RTA.aspx) Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Shelby Power – 502/564-1979, ext. 4332 |
| 25th | [Receive Certified Property Assessment and Tax Rate](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| 25th | [Schedule Tax Rate Hearing](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx), if required (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| 31st | 941 Report due to IRS quarterly | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 31st | Generate the quarterly Consolidated Expenditure Report (CDIP) and submit by August 25th | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 31st | [HB563](https://education.ky.gov/districts/enrol/Documents/HB%20563%20Guidance_.pdf), Nonresident Pupil Enrollment Policy, Division of District Support, policy submission email, [nonresidentpolicy@education.ky.gov](mailto:nonresidentpolicy@education.ky.gov). | Ronda Devine – 502/564-5279, ext. 4444 |
| 31st | IDEA B Maintenance of Effort (MOF) Compliance, due to KDE, Office of Special Education and Early Learning (OSEEL) | Jonathan Compton – – 859/230-8677 |

**JULY (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 31st | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 31st | [Special Education Exiting](https://education.ky.gov/specialed/excep/distres/Pages/spedresic.aspx) data verification due to KDE, Office of Special Education and Early Learning (OSEEL) | Amy Patterson – 502/564-4970, ext. 4513 |
| 31st | Unemployment Report (PR-STW-8) due to KY Unemployment Insurance quarterly | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |

| **TABLE COLOR CODE:** |
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| **Annually** - WHITE |
| **Monthly** - YELLOW |
| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**AUGUST**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Begin preparing Working Budget (STW GL-4) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | [KRS 160.463](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=47314) - publish a notice of the Annual Financial Statement (AFR) & the School Report Card in the Newspaper or on the Website | Steve Lyles – 502/564-3846, ext. 4416 |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | LEA Submission of [Tax Rate Levy](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) Form due (July 25th - Dec) | Sarah Tandy – 502/564-3846, ext. 4454 |
| \* | [Receive Certified Property Assessment and Tax Rate](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| \* | [Schedule Tax Rate Hearing](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx), if required (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| \* | School Bus Pricing sent to districts (1st – 15th) | Carl Meehan – 502/564-5279, ext. 4442 |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 1st | [Annual Incident Report](http://education.ky.gov/districts/trans/Pages/Reporting.aspx) due to KDE, Division of District Support | Monica Napier – 502/564-5279, ext. 4436 |
| 1st | TRS Retiree Re-employment Report (Form 30) due to TRS through Pathway employer portal | Lucas Hosley – 502/848-8544 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 15th | [Bus Inventory](https://education.ky.gov/districts/trans/Pages/School%20Buses.aspx) request from the districts to update for depreciation | Carl Meehan – 502/564-5279, ext. 4442 |

**AUGUST (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 31st | Consolidated Application for Title I, Part A is due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Erin Sudduth – 502/564-3791, ext. 4021 |
| 31st | Consolidated Application for Title I, Part D Neglected and Delinquent is due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Wes Blake – 502/564-3791, ext. 4031  Monica Higgins – 502/564-3791, ext. 4052 |
| 31st | Consolidated Application for Title II, Part A - Supporting Effective Instruction is due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Chrystal Rowland – 502/564-2106, ext. 4166 |
| 31st | Consolidated Application for Title III - English Language Learners is due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Kaiman Triplett – 502/564-4970, ext. 4089 |
| 31st | Consolidated Application for Title IV, Part A - Student Support and Academic Enrichment is due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Lalah Brewer – 502/564-4772, ext. 4028 |
| 31st | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |

| **TABLE COLOR CODE:** |
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| **Annually** - WHITE |
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| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**SEPTEMBER**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Continue preparing and finalizing Working Budget (STW-GL-4) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | LEA Submission of [Tax Rate Levy](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) Form due (July 25th - Dec) | Sarah Tandy – 502/564-3846, ext. 4454 |
| \* | [Receive Certified Property Assessment and Tax Rate](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| \* | [Schedule Tax Rate Hearing](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx), if required (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Verify transportation codes](https://education.ky.gov/districts/enrol/Pages/Pupil-Attendance-Program-Documents.aspx) at least once a semester (Sept & Jan) | Ronda Devine – 502/564-5279, ext. 4444 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 15th | Adjustments to School Council Allocations for Changes in Salary and Enrollment | Mia Morales – 502/564-2116, ext. 4046 |
| 15th | Prepare PSD (PR-STW-4) and CSD (PR-STW-10) - Employees on staff as of September 15th | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 30th | [Digital Readiness Survey](http://applications.education.ky.gov/trs_reports/Default.aspx) due to KDE, Office of Education Technology. [KRS 156.670](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3236) | Mike Leadingham – 502/564-2020, ext. 2202 |
| 30th | District Funding Assurances for Improvement Planning due in the [GMAP](https://gmap.education.ky.gov/Default.aspx?ccipSessionKey=637938564717972004) | Nicole Crosthwaite – 502/564-1979, ext. 4328 |
| 30th | Federal Cash Request Statement of Assurance due in [GMAP](https://gmap.education.ky.gov/Default.aspx?ccipSessionKey=637938564717972004) | Ken Greene – 502/564-1979, ext. 4335 |
| 30th | Flexible Focus Grants final report with encumbrances due to KDE, Division of Budgets and Financial Management. Followed by final report with encumbrances zeroed out as soon as invoices are paid. | Nicole Crosthwaite – 502/564-1979, ext. 4328 |

**SEPTEMBER (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 30th | LEA submission of [Working Budget](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) due | Karen Conway – 502/564-3846, ext. 4435 |
| 30th | Obligate at least 85% of the total allocated [Title I, Part A](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) funds with a maximum of [15% carry over limitation](https://education.ky.gov/federal/progs/tia/Documents/Title%20I%20Carryover%20Information.pdf) into the next fiscal year. | Erin Sudduth – 502/564-3791, ext. 4021 |
| 30th | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 30th | Technology Activity Report (MUNIS) due to KDE | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |

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| **Multiple Months** - ORANGE |

**OCTOBER**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets |  |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | Initiate Annual Needs Assessment for Next School Year |  |
| \* | [KRS 424.250](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=18263) - publish a copy of the Budget in the Newspaper | Steve Lyles – 502/564-3846, ext. 4416 |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | LEA Submission of [Tax Rate Levy](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) Form due (July 25th - Dec) | Sarah Tandy – 502/564-3846, ext. 4454 |
| \* | Make offers of coverage for health insurance according to ACA guidelines. (Using Period Records) | [Division of District Support](http://education.ky.gov/districts/FinRept/Pages/Health-and-Life-Insurance-Benefits-and-Flexible-Spending-Accounts.aspx)  [KDE Munis Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Open Enrollment for Health Insurance | [Personnel Cabinet, Kentucky Employees Health Plan](https://personnel.ky.gov/Pages/healthinsurance.aspx) |
| \* | Prove encumbrances for quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Receive Certified Property Assessment and Tax Rate](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| \* | Reconcile fixed asset module to G/L module for quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Review Accumulators for quarter | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| \* | [Schedule Tax Rate Hearing](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx), if required (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 1st | [Audit Extension Request](https://education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx) for [Financial Audit Report](http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audits.aspx) due to KDE, Division of District Support. Submit electronically to the [Finance Report](mailto:finance.reports@education.ky.gov) folder. | Kim Carter – 502/564-3846, ext. 4440  Kelli Young – 502/564-3846, ext. 4417 |
| 1st | Determine [Dropouts](http://education.ky.gov/AA/Reports/Pages/default.aspx) | David Curd – 502/564-9853, ext. 4744 |
| 1st | KDE Post [SEEK Tentative](http://education.ky.gov/districts/SEEK/Pages/default.aspx) for Current School Year | Krystal Smith – 502-564-3846, ext. 4425 |
| 1st | LEA submission of[PSD’s and CSD’s](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx) due. ([MUNIS Guides for PSD and CSD](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx)) | Karen Conway – 502/564-3846, ext. 4435 |

**OCTOBER (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 1st | Notification on Motor Vehicle Rate due to Revenue Cabinet | Ashley Sheeks – 502/564-7097 |
| 1st | School Bus ordering system open | Carl Meehan – 502/564-5279, ext. 4442 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 25th | [CDIP](http://education.ky.gov/districts/fin/Pages/Comprehensive-District-Improvement-Plan-Funding-and-Finance.aspx) Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Chris Monroe – 502/564-1979, ext. 4323 |
| 25th | [Math Achievement](https://education.ky.gov/curriculum/conpro/Math/Pages/MAF-Grant.aspx) Fund Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Shelby Power – 502/564-1979, ext. 4332 |
| 25th | [Read to Achieve](https://education.ky.gov/curriculum/conpro/engla/Pages/RTA.aspx) Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Shelby Power – 502/564-1979, ext. 4332 |
| 30th | [Bus Inventories](https://education.ky.gov/districts/trans/Pages/School%20Buses.aspx) due from Local Districts to KDE, Division of District Support | Carl Meehan – 502/564-5279, ext. 4442 |
| 30th | [Math Achievement Fund](https://education.ky.gov/curriculum/conpro/Math/Pages/MAFTMITTimeline.aspx) Beginning of the Year Data collection into IC due to KDE, Division of Program Standards | Erin Chavez – 502/564-2106, ext. 4145 |
| 30th | [Read to Achieve](https://education.ky.gov/curriculum/conpro/engla/Pages/RTA.aspx) Beginning of the Year Data due to KDE, Division of Program Standards | Danielle Ward 502/564-2106, ext. 4107 |
| 31st | 941 Report due to IRS quarterly | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 31st | Generate the quarterly Consolidated Expenditure Report (CDIP) and submit by November 25th | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 31st | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 31st | Unemployment Report (PR-STW-8) due to KY Unemployment Insurance quarterly | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |

| **TABLE COLOR CODE:** |
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| **Annually** - WHITE |
| **Monthly** - YELLOW |
| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**NOVEMBER**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Begin Preliminary Budget Development for Next School Year | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Continue Annual Needs Assessment for Next School Year |  |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | LEA Submission of [Tax Rate Levy](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) Form due (July 25th - Dec) | Sarah Tandy – 502/564-3846, ext. 4454 |
| \* | [Local District Tax Levies](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) spreadsheet updated after all districts have submitted for Current School Year (Nov - Jan) | Sarah Tandy – 502-564-3846, ext. 4454 |
| \* | [Post auditor adjustments](http://education.ky.gov/districts/FinRept/Pages/Fund%20Balances,%20Revenues%20and%20Expenditures,%20Chart%20of%20Accounts,%20Indirect%20Cost%20Rates%20and%20Key%20Financial%20Indicators.aspx) before submitting the Audited AFR to KDE, Division of District Support, District Financial Management Branch | DMFB – 502-564-3846  Kim Carter, ext. 4440,  Jackie Chism, ext. 4445,  Gail Cox, ext. 4462,  Kelli Young, ext. 4417 |
| \* | [Receive Certified Property Assessment and Tax Rate](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| \* | [Schedule Tax Rate Hearing](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) If Required (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 1st | [Dropout Report](http://education.ky.gov/AA/Reports/Pages/DropoutData.aspx) due to KDE, Division of Accountability Data and Analysis | David Curd – 502/564-9853, ext. 4744 |
| 1st | [Growth Factor Report](http://education.ky.gov/districts/enrol/Pages/Growth-Factor-Reports.aspx) due to KDE, Division of District Support | Laura Loman – 502/564-5279, ext. 4485 |
| 1st | [KISTA Bond Sale for new buses paperwork due to KDE, Division of District Support](https://education.ky.gov/districts/trans/Pages/School%20Buses.aspx) | Carl Meehan – 502/564-5279, ext. 4442 |
| 1st | LEA submission of [Transportation Growth Factor Adjustment Form](http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx) due. | Ann Culbertson – 502-564-3846, ext. 4438 |

**NOVEMBER (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 1st | Retention Report due | Windy Spalding – 502/564-5130, ext. 4063 |
| 1st | [School Bus Purchase Authorization Form](https://education.ky.gov/districts/trans/Pages/School%20Buses.aspx) due to KDE, Division of District Support | Carl Meehan – 502/564-5279, ext. 4442 |
| 1st | Submit [Title I Comparability Report](https://education.ky.gov/federal/progs/tia/Pages/default.aspx) to [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx). | Erin Sudduth – 502/564-3791, ext. 4021 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 15th | [Audit Findings & Management Letter Comments spreadsheet](https://education.ky.gov/districts/FinRept/Pages/District-Financial-Audits.aspx), if applicable, is due to KDE, Division of District Support. Submit electronically to the [Finance Report](mailto:finance.reports@education.ky.gov) folder. | Kim Carter – 502/564-3846, ext. 4440  Kelli Young – 502/564-3846, ext. 4417 |
| 15th | [District Financial Audit Report](http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audits.aspx) due to KDE, Division of District Support. Submit electronically to the [Finance Report](mailto:finance.reports@education.ky.gov) folder. | Kim Carter – 502/564-3846, ext. 4440  Kelli Young – 502/564-3846, ext. 4417 |
| 15th | LEA submission of[Audited Annual Financial Report (AFR) & Balance Sheet](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) due. | Karen Conway – 502/564-3846, ext. 4435 |
| 30th | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |

| **TABLE COLOR CODE:** |
| --- |
| **Annually** - WHITE |
| **Monthly** - YELLOW |
| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**DECEMBER**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Begin Working on Salary Schedule |  |
| \* | Complete Annual Needs Assessment for Next School Year |  |
| \* | Continue Draft Budget Development for Next School Year | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | LEA Submission of [Tax Rate Levy](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) Form due (July 25th - Dec) | Sarah Tandy – 502/564-3846, ext. 4454 |
| \* | [Local District Tax Levies](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) spreadsheet updated after all districts have submitted for Current School Year (Nov - Jan) | Sarah Tandy – 502-564-3846, ext. 4454 |
| \* | Prepare for ACA Reporting | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Prepare for W-2 Processing | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| \* | Process Insurance Open Enrollment file in time for first January payroll. | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Receive Certified Property Assessment and Tax Rate](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| \* | [Schedule Tax Rate Hearing](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx), if required (July 25th - Dec) | Krystal Smith – 502-564-3846, ext. 4425 |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 1st | [State Preschool Enrollment Count as of Dec 1st](https://education.ky.gov/districts/tech/sis/Documents/DataStandardPreschool.pdf)due to KDE, Division of IDEA Implementation and Preschool, School Readiness Branch | Taysha Oglesby – 502/564-4970, ext. 4546 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |

**DECEMBER (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 11th | [[IDEA B Child Count as of Dec 1st](https://education.ky.gov/districts/tech/sis/Documents/Standard-Special_Education-Processes.pdf)due to KDE, Office of Special Education and Early Learning (OSEEL)](https://education.ky.gov/specialed/excep/distres/Pages/spedresic.aspx) | Amy Patterson – 502/564-4970, ext. 4513 |
| 31st | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |

| **TABLE COLOR CODE:** |
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| **Annually** - WHITE |
| **Monthly** - YELLOW |
| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**JANUARY**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | LEA submission of [SEEK Trend Data](https://education.ky.gov/districts/SEEK/Pages/default.aspx) for Next Year’s SEEK Forecast Calculation. | Sarah Tandy – 502/564-3846, ext. 4454 |
| \* | [Local District Tax Levies](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) spreadsheet updated after all districts have submitted for Current School Year (Nov - Jan) | Sarah Tandy – 502/564-3846, ext. 4454 |
| \* | Process 1095’s | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Process 1099’s | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| \* | Process W-2’s | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| \* | Prove encumbrances for quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Reconcile fixed asset module to G/L module for quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Review Accumulators for quarter | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Verify transportation codes](https://education.ky.gov/districts/enrol/Pages/Pupil-Attendance-Program-Documents.aspx) at least once a semester (Sept & Jan) | Ronda Devine – 502/564-5279, ext. 4444 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 15th | [KEES Repor](http://education.ky.gov/districts/fin/Pages/Kentucky%20Educational%20Excellence%20Scholarship.aspx)t for Fall Graduates due to KHEAA | Roxanne Lewis – 502/696-7397 |
| 25th | [CDIP](http://education.ky.gov/districts/fin/Pages/Comprehensive-District-Improvement-Plan-Funding-and-Finance.aspx)Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Chris Monroe – 502/564-1979, ext. 4323 |

**JANUARY (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 25th | [Math Achievement](https://education.ky.gov/curriculum/conpro/Math/Pages/MAF-Grant.aspx) Fund Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Shelby Power – 502/564-1979, ext. 4332 |
| 25th | [Read to Achieve](https://education.ky.gov/curriculum/conpro/engla/Pages/RTA.aspx) Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Shelby Power – 502/564-1979, ext. 4332 |
| 30th | [Math Achievement Fund](https://education.ky.gov/curriculum/conpro/Math/Pages/MAFTMITTimeline.aspx) Mid-Year Data collection into IC due to KDE, Division of Program Standards | Erin Chavez – 502/564-2106, ext. 4145 |
| 30th | [Read to Achieve](https://education.ky.gov/curriculum/conpro/engla/Pages/RTA.aspx) Mid-Year Data due to KDE, Division of Program Standards | Danielle Ward 502/564-2106, ext. 4107 |
| 31st | 941 Report due to IRS quarterly | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 31st | Finalize Draft Budget for review by Local Board | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 31st | Generate the quarterly Consolidated Expenditure Report (CDIP) and submit by February 25th | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 31st | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 31st | Unemployment Report (PR-STW-8) due to KY Unemployment Insurance quarterly | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |

| **TABLE COLOR CODE:** |
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| **Annually** - WHITE |
| **Monthly** - YELLOW |
| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**FEBRUARY**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Any Revisions of Staffing Policy or Guidelines Shall be Adopted by the Board and must be submitted to KDE, Division of School and Program Improvement, by May 1st](https://education.ky.gov/DISTRICTS/SBDM/Pages/School-Based-Decision-Making---Other-Technical-Documents.aspx) | Mia Morales – 502/564-2116, ext. 4046 |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | Forecast Ending Growth Factor Balance for Board |  |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Prepare [Staffing Allocations](http://education.ky.gov/DISTRICTS/SBDM/Pages/School-Based-Decision-Making---Other-Technical-Documents.aspx) for School Councils | Mia Morales – 502/564-2116, ext. 4046 |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 1st | Transition due in Infinite Campus on the Graduation Tab | Holly Tracy – 502/564-4286, ext. 4225 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 28th | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |

| **TABLE COLOR CODE:** |
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| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**MARCH**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 1st | KDE Post [SEEK Final](http://education.ky.gov/districts/SEEK/Pages/default.aspx) for Current School Year | Krystal Smith – 502-564-3846, ext. 4425 |
| 1st | [State Preschool Enrollment Count as of March 1st](https://education.ky.gov/districts/tech/sis/Documents/DataStandardPreschool.pdf)due to KDE, Division of IDEA Implementation and Preschool, School Readiness Branch | Taysha Oglesby – 502/564-4970, ext. 4546 |
| 1st | [Tentative Staffing Allocations](http://education.ky.gov/districts/SBDM/Pages/School-Based-Decision-Making---Other-Technical-Documents.aspx) due to School Councils | Mia Morales – 502/564-2116, ext. 4046 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 31st | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 31st | School Nutrition Programs Financial Reporting | DSCN – 502/564-5625 |
| 31st | Submit state funded preschool application to [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx). | Taysha Oglesby – 502/564-4970, ext. 4546 |

| **TABLE COLOR CODE:** |
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| **Annually** - WHITE |
| **Monthly** - YELLOW |
| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**APRIL**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Begin preparing Tentative Budget (STW GL-6) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | Finalize EOY Projection on Growth Factor |  |
| \* | [KISTA Bus Sale](http://education.ky.gov/districts/trans/Pages/Buses.aspx) (Old buses) Resolution Adopted by Local Board | Carl Meehan – 502/564-5279, ext. 4442 |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Prove encumbrances for quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Reconcile fixed asset module to G/L module for quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Review Accumulators for quarter | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| \* | School-Level Spending per Student calculations and data entry into School Report Card. | Jessi Carlton – 502/564-3930, ext. 2468 |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 1st | LEA submission to begin [Indirect Cost Adjustments](http://education.ky.gov/districts/FinRept/Pages/Fund%20Balances,%20Revenues%20and%20Expenditures,%20Chart%20of%20Accounts,%20Indirect%20Cost%20Rates%20and%20Key%20Financial%20Indicators.aspx) | Karen Conway – 502/564-3846, ext. 4435 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 25th | [CDIP](http://education.ky.gov/districts/fin/Pages/Comprehensive-District-Improvement-Plan-Funding-and-Finance.aspx) Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Chris Monroe – 502/564-1979, ext. 4323 |

**APRIL (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 25th | [Math Achievement](https://education.ky.gov/curriculum/conpro/Math/Pages/MAF-Grant.aspx) Fund Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Shelby Power – 502/564-1979, ext. 4332 |
| 25th | [Read to Achieve](https://education.ky.gov/curriculum/conpro/engla/Pages/RTA.aspx) Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Shelby Power – 502/564-1979, ext. 4332 |
| 30th | 941 Report due to IRS quarterly | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 30th | Generate the quarterly Consolidated Expenditure Report (CDIP) and submit by May 25th | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 30th | [KRS 161.011 (5)](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=53476) - Notice of non-renewal for classified staff by May 15th | Matt Ross – 502/564-1976, ext. 4321 |
| 30th | [KRS 161.750](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3995) (2) - Notice of non-renewal for certified staff by May 15th | Matt Ross – 502/564-1976, ext. 4321 |
| 30th | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 30th | Unemployment Report (PR-STW-8) due to KY Unemployment Insurance quarterly | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |

| **TABLE COLOR CODE:** |
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| **Annually** - WHITE |
| **Monthly** - YELLOW |
| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**MAY**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Approve Salary Schedule at Board Meeting |  |
| \* | Begin processing Next Year P.O.’s (Optional) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Clean-up Purchase Orders for Year End | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Complete Creation of Fund 2 Accounts for the Next Year | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Continue Preparing and Finalizing [Tentative Budget](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) | Karen Conway – 502/564-3846, ext. 4435 |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | [Independent Auditor’s Contract](http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx) to be approved by the Board | Gail Cox – 502/564-3846, ext. 4462 |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 1st | KDE Post [SEEK Forecast](https://education.ky.gov/districts/SEEK/Pages/default.aspx) for Next School Year | Krystal Smith – 502-564-3846, ext. 4425 |
| 1st | LEA submission of [Certified Audiologists & Speech Language Pathologists Salary Supplement Reimbursement](https://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx) due | Jana Cox – 502/564-3846, ext. 4409 |
| 1st | LEA submission of[Indirect Cost Adjustments](http://education.ky.gov/districts/FinRept/Pages/Fund%20Balances,%20Revenues%20and%20Expenditures,%20Chart%20of%20Accounts,%20Indirect%20Cost%20Rates%20and%20Key%20Financial%20Indicators.aspx) due | Karen Conway – 502/564-3846, ext. 4435 |
| 1st | LEA submission of [National Board Certification (NBC) Salary Reimbursement](https://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx) due | Jana Cox – 502/564-3846, ext. 4409 |
| 1st | [Safe Schools Data](http://education.ky.gov/school/sdfs/Pages/Safe-Schools-Data-Collection-and-Reporting.aspx) verification window opens. | Windy Spalding – 502/564-5130, ext. 4063 |

**MAY (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 1st | [Staffing Allocations](http://education.ky.gov/districts/SBDM/Pages/School-Based-Decision-Making---Other-Technical-Documents.aspx) final due to School Councils | Mia Morales – 502/564-2116, ext. 4046 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 15th | [KRS 161.760](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3996) (3) - Notification of Certified Staff Reduction of Duties 90 Days before School Starts for Students or by May 15th, whichever is earlier | Matt Ross – 502/564-1976, ext. 4321 |
| 30th | FY Submission Deadline of [Capital Funds Request](http://education.ky.gov/districts/FinRept/Pages/Capital-Funds-Request.aspx) | Sarah Tandy – 502/564-3846, ext. 4454  Jana Cox – 502/564-3846, ext. 4409 |
| 30th | LEA submission of[Tentative Budget](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) due | Karen Conway – 502/564-3846, ext. 4435 |
| 30th | [Math Achievement Fund](https://education.ky.gov/curriculum/conpro/Math/Pages/MAFTMITTimeline.aspx) Year-End Data collection into IC due to KDE, Division of Program Standards | Erin Chavez – 502/564-2106, ext. 4145 |
| 30th | [Read to Achieve](https://education.ky.gov/curriculum/conpro/engla/Pages/RTA.aspx) End-of-Year Data due to KDE, Division of Program Standards | Danielle Ward 502/564-2106, ext. 4107 |
| 31st | [Audit Acceptance Statement](http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx) web-based form is due to KDE, Division of District Support | Gail Cox – 502/564-3846, ext. 4462 |
| 31st | [Independent Auditor’s Contract](http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx) is due to KDE, Division of District Support. Submit electronically to the [Finance Report](mailto:finance.reports@education.ky.gov) folder. | Gail Cox – 502/564-3846, ext. 4462 |
| 31st | LEA submission of[Certification of transportation for daily trips for pupils attending KSD/KSB](http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx) due | Ann Culbertson – 502/564-3846, ext. 4438 |
| 31st | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |

| **TABLE COLOR CODE:** |
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| **Annually** - WHITE |
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| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**JUNE**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| \* | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Continue processing Next Year P.O.’s (optional) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Federal Cash Requests](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) due to KDE, Division of Budgets and Financial Management | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) due to KDE, Division of District Support within 30 days after last payroll | Jackie Chism – 502/564-3846, ext. 4445  Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Perform depreciation once a year, if done in June | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Prepare for Fiscal Year End Close – (BGL-2) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 1st | Annual IDEA Application due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Gary Martin – 502/892-6568, ext. 4157 |
| 1st | Special Education Personnel and Private School Proportionate Amount due in GMAP | Amy Patterson – 502/564-4970, ext. 4513 |
| 4th | [SEEK EFT](http://education.ky.gov/districts/SEEK/Pages/default.aspx) due by the 4th working day of each month to districts | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 15th | [KRS 161.760 (1)](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3996) - Requires Notification to Certified Staff with best estimate of salary no later than 45 days before School Starts for Students or by June 15th, whichever is earlier | Cassie Trueblood – 502/564-4606, ext. 2152 |
| 15th | SEEK At Risk ADM data pulled by KDE, Division of District Support, from Infinite Campus and verified by districts | Samantha Engstrom – 502/564-5279, ext. 4434 |
| 30th | [Amended School Calendar](http://education.ky.gov/districts/enrol/Pages/School-Calendar.aspx) (current year) due to KDE, Division of District Support | Josh Whitlow – 502/564/5279, ext. 4450 |

**JUNE (continued)**

| DATE | MONTHLY REPORTS & PROCESSES | CONTACTS |
| --- | --- | --- |
| 30th | [KEES Report](http://education.ky.gov/districts/fin/pages/kentucky%20educational%20excellence%20scholarship.aspx) due to KHEAA | Roxanne Lewis – 502/696-7397 |
| 30th | Last day for School Bus orders | Carl Meehan – 502/564-5279, ext. 4442 |
| 30th | LEA submission of [Transportation Adjustment](http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx) EOY due | Ann Culbertson – 502-564-3846, ext. 4438 |
| 30th | LEA submission of[Vocational School Transportation](http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx) due | Ann Culbertson – 502-564-3846, ext. 4438 |
| 30th | Original [School Calendar](http://education.ky.gov/districts/enrol/Pages/School-Calendar.aspx) for upcoming school year due to KDE, Division of District Support | Josh Whitlow – 502/564/5279, ext. 4450 |
| 30th | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 30th | [Safe Schools Data Report](http://education.ky.gov/school/sdfs/Pages/Safe-Schools-Data-Collection-and-Reporting.aspx) verification window closes; KDE will extract data July 1. | Windy Spalding – 502/564-5130, ext. 4063 |
| 30th | [Special Education Discipline Data](http://education.ky.gov/specialed/excep/forms/Pages/default.aspx) due to KDE, Office of Special Education and Early Learning (OSEEL) | Amy Patterson – 502/564-4970, ext. 4513 |
| 30th | [Special Education Indicator 11 and 13 Data Collection](http://education.ky.gov/specialed/excep/forms/Pages/default.aspx) Form due to KDE, Office of Special Education and Early Learning (OSEEL) | Amy Patterson – 502/564-4970, ext. 4513 |
| 30th | [Superintendent’s Annual Attendance Report](https://education.ky.gov/districts/enrol/Pages/Superintendents-Annual-Attendance-Report-(SAAR).aspx) (SAAR) due to KDE, Division of District Support | Laura Loman – 502/564-5279, ext. 4485 |

| **TABLE COLOR CODE:** |
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| **Annually** - WHITE |
| **Monthly** - YELLOW |
| **Quarterly** - GREEN |
| **Multiple Months** - ORANGE |

**MONTHLY**

|  |  |  |
| --- | --- | --- |
| **DATE** | **REPORTS & PROCESSES** | **CONTACTS** |
| **\*** | Add new, remove retired and adjust assets | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | [Federal Cash Requests due to KDE, Division of Budgets and Financial Management](http://education.ky.gov/districts/fin/Pages/Federal-Grants.aspx) | Ken Greene – 502/564-1979, ext. 4335 |
| \* | [Federal Reimbursement of Health Benefits due to KDE, Division of District Support within 30 days after last payroll](http://education.ky.gov/districts/FinRept/Pages/Federal-Reimbursement-of-Health-Benefits.aspx) | Jackie Chism – 502/564-3846, ext. 4445 Gail Cox – 502/564-3846, ext. 4462 |
| \* | Federal tax call in |  |
| \* | KY New Hire Report (42 U.S.C. 653a & KRS 405.435) due 20 days after hire (PR-STW-7) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | State tax mailed |  |
| \* | TRS Pathway file submission and remittance due 15 days after each payroll | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 4th | [SEEK EFT due by the 4th working day of each month to districts](http://education.ky.gov/districts/SEEK/Pages/default.aspx) | Sarah Tandy – 502/564-3846, ext. 4454 |
| 10th | KRS START file submission and remittance due by 10th day of following month | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 30th or 31st | Perform Month-End Process for prior month including full tables validation. | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |

**QUARTERLY (JULY, OCTOBER, JANUARY & APRIL)**

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| --- | --- | --- |
| **DATE** | **REPORTS & PROCESSES** | **CONTACTS** |
| \* | Prove encumbrances for quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| **\*** | Reconcile fixed asset module to G/L module for quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| \* | Review Accumulators for quarter | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 25th | [CDIP Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management](http://education.ky.gov/districts/fin/Pages/Comprehensive-District-Improvement-Plan-Funding-and-Finance.aspx) | Chris Monroe – 502/564-1979, ext. 4323 |
| 25th | [Math Achievement Fund Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management](https://education.ky.gov/curriculum/conpro/Math/Pages/MAF-Grant.aspx) | Shelby Power – 502/564-1979, ext. 4332 |
| 25th | Read to Achieve Quarterly Expenditure Report due to KDE, Division of Budgets and Financial Management | Shelby Power – 502/564-1979, ext. 4332 |
| 30th or 31st | 941 Report due to IRS quarterly | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| 30th or 31st | Generate the quarterly Consolidated Expenditure Report (CDIP) and submit by the 25th of the month following the end of each quarter | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| 30th or 31st | Unemployment Report (PR-STW-8) due to KY Unemployment Insurance quarterly | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |

**MULTIPLE MONTHS**

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| --- | --- | --- | --- |
| **MONTHS** | **DATE** | **REPORTS & PROCESSES** | **CONTACTS** |
| July-Dec | \* | LEA Submission of [Tax Rate Levy](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) Form due (July 25th - Dec) | Sarah Tandy – 502/564-3846, ext. 4454 |
| July-Dec | \* | [Receive Certified Property Assessment and Tax Rate (July 25th - Dec)](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) | Krystal Smith – 502-564-3846, ext. 4425 |
| July-Dec | \* | [Schedule Tax Rate Hearing, if required (July 25th - Dec)](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) | Krystal Smith – 502-564-3846, ext. 4425 |
| Sept & Jan | \* | [Verify transportation codes at least once a semester](http://education.ky.gov/districts/trans/Pages/default.aspx) (Sept & Jan) | Ronda Devine – 502/564-5279, ext. 4444 |
| Nov-Jan | \* | [Local District Tax Levies](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) spreadsheet updated after all districts have submitted for Current School Year (Nov - Jan) | Sarah Tandy – 502-564-3846, ext. 4454 |

|  |  | **ANNUALLY** |  |
| --- | --- | --- | --- |
| **MONTH** | **DATE** | **REPORTS & PROCESSES** | **CONTACTS** |
| July | \* | Begin New Year Processing – Roll Accounting Period (BGL-2) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| July | **\*** | Begin processing New Year P.O.’s | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| July | \* | Close Fiscal Year, which includes budget completions (BGL- 2) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| July | \* | Continue preparing for Year End Close (BGL- 2) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| July | \* | Mass post Accruals | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| July | **\*** | Perform depreciation once a year, if done in July | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| July | \* | Perform Step Increase | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| July | \* | Run the Annual Financial Report | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| July | \* | Update Job/Salary Records for New Year Grants & Extra Service |  |
| July | 1st | LEA submission of [Superintendent Compensation Survey](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx) due | Ann Culbertson – 502-564-3846, ext. 4438 |
| July | 1st | LEA submission of [Superintendent Contracts](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx) due | Ann Culbertson – 502-564-3846, ext. 4438 |
| July | 1st | School Bus ordering system closes | Carl Meehan – 502/564-5279, ext. 4442 |
| July | 1st | Set Holding-year open flag on 1st working day (BGL-2) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| July | 1st | The [Fidelity Bond](https://education.ky.gov/districts/FinRept/Pages/Fidelity%20Bond.aspx) web-based form is due to KDE, Division of District Support | Jackie Chism – 502/564-3846, ext. 4445 |
| July | 1st | The [Pledge of Collateral](https://education.ky.gov/districts/FinRept/Pages/Pledge%20of%20Collateral.aspx) web-based form is due to KDE, Division of District Support. | Jackie Chism – 502/564-3846, ext. 4445 |
| July | 8th | LEA submission of [Transportation Mileage Form](http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx) due | Ann Culbertson – 502-564-3846, ext. 4438 |
| July | 20th | CERS Annual Report due to CERS | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| July | 25th | LEA submission of [Tax Collector’s Report and Reconciliation](http://education.ky.gov/districts/SEEK/Pages/Taxes.aspx) due for Previous School Year’s Tax Collection | Sarah Tandy – 502/564-3846, ext. 4454 |
| July | 25th | LEA submission of [Unaudited Annual Financial Report (AFR) & Balance Sheet Report](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) due (Munis Guides under General Ledger YE) | Karen Conway – 502/564-3846, ext. 4435 |
| July | 31st | [HB563](https://education.ky.gov/districts/enrol/Documents/HB%20563%20Guidance_.pdf), Nonresident Pupil Enrollment Policy, Division of District Support, policy submission email, [nonresidentpolicy@education.ky.gov](mailto:nonresidentpolicy@education.ky.gov). | Ronda Devine – 502/564-5279, ext. 4444 |
| July | 31st | [Special Education Exiting data verification due to KDE, Office of Special Education and Early Learning (OSEEL)](https://education.ky.gov/specialed/excep/distres/Pages/spedresic.aspx) | Amy Patterson – 502/564-4970, ext. 4513 |
| August | \* | Begin preparing Working Budget (STW GL-4) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| August | \* | [KRS 160.463 - publish a notice of the Annual Financial Statement (AFR) & the School Report Card in the Newspaper or on the Website](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=47314) | Steve Lyles – 502/564-3846, ext. 4416 |
| August | \* | School Bus Pricing sent to districts (1st – 15th) | Carl Meehan – 502/564-5279, ext. 4442 |
| August | 1st | [Annual Incident Report due to KDE, Division of District Support](http://education.ky.gov/districts/trans/Pages/Reporting.aspx) | Monica Napier – 502/564-5279, ext. 4436 |
| August | 1st | TRS Retiree Re-employment Report (Form 30) due to TRS through Pathway employer portal | Lucas Hosley – 502/848-8544 |
| August | 15th | [Bus Inventory](https://education.ky.gov/districts/trans/Pages/School%20Buses.aspx) request from the districts to update for depreciation | Carl Meehan – 502/564-5279, ext. 4442 |
| August | 31st | Consolidated Application for Title I, Part A is due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Erin Sudduth – 502/564-3791, ext. 4021 |
| August | 31st | Consolidated Application for Title I, Part D Neglected and Delinquent is due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Wes Blake – 502/564-3791, ext. 4031  Monica Higgins – 502/564-3791, ext. 4052 |
| August | 31st | Consolidated Application for Title II, Part A - Supporting Effective Instruction is due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Chrystal Rowland – 502/564-2106, ext. 4166 |
| August | 31st | Consolidated Application for Title III - English Language Learners is due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Kaiman Triplett – 502/564-4970, ext. 4089 |
| August | 31st | Consolidated Application for Title IV, Part A - Student Support and Academic Enrichment is due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Lalah Brewer – 502/564-4772, ext. 4028 |
| September | \* | Continue preparing and finalizing Working Budget (STW-GL-4) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| September | 15th | Adjustments to School Council Allocations for Changes in Salary and Enrollment | Mia Morales – 502/564-2116, ext. 4046 |
| September | 15th | Prepare PSD (PR-STW-4) and CSD (PR-STW-10) - Employees on staff as of September 15th | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| September | 30th | [Digital Readiness Survey](http://applications.education.ky.gov/trs_reports/Default.aspx) due to KDE, Office of Education Technology. [KRS 156.670](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3236) | Mike Leadingham – 502/564-2020, ext. 2202 |
| September | 30th | District Funding Assurances for Improvement Planning due in the [GMAP](https://gmap.education.ky.gov/Default.aspx?ccipSessionKey=637938564717972004) | Nicole Crosthwaite – 502/564-1979, ext. 4328 |
| September | 30th | Federal Cash Request Statement of Assurance due in [GMAP](https://gmap.education.ky.gov/Default.aspx?ccipSessionKey=637938564717972004) | Ken Greene – 502/564-1979, ext. 4335 |
| September | 30th | Flexible Focus Grants final report with encumbrances due to KDE, Division of Budgets and Financial Management. Followed by final report with encumbrances zeroed out as soon as invoices are paid. | Nicole Crosthwaite – 502/564-1979, ext. 4328 |
| September | 30th | LEA submission of [Working Budget](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) due | Karen Conway – 502/564-3846, ext. 4435 |
| September | 30th | Obligate at least 85% of the total allocated [Title I, Part A](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) funds with a maximum of [15% carry over limitation](https://education.ky.gov/federal/progs/tia/Documents/Title%20I%20Carryover%20Information.pdf) into the next fiscal year. | Erin Sudduth – 502/564-3791, ext. 4021 |
| September | 30th | Technology Activity Report (MUNIS) due to KDE | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| October | \* | Initiate Annual Needs Assessment for Next School Year |  |
| October | \* | [KRS 424.250](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=18263) - publish a copy of the Budget in the Newspaper | Steve Lyles – 502/564-3846, ext. 4416 |
| October | \* | Make offers of coverage for health insurance according to ACA guidelines. (Using Period Records) | [Division of District Support KDE Munis Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| October | \* | Open Enrollment for Health Insurance | [Personnel Cabinet, Kentucky Employees Health Plan](https://personnel.ky.gov/Pages/healthinsurance.aspx) |
| October | 1st | [Audit Extension Request](https://education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx) for [Financial Audit Report](http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audits.aspx) due to KDE, Division of District Support. Submit electronically to the [Finance Report](mailto:finance.reports@education.ky.gov) folder. | Kim Carter – 502/564-3846, ext. 4440  Kelli Young – 502/564-3846, ext. 4417 |
| October | 1st | Determine [Dropouts](http://education.ky.gov/AA/Reports/Pages/default.aspx) | David Curd – 502/564-9853, ext. 4744 |
| October | 1st | KDE Post [SEEK Tentative](http://education.ky.gov/districts/SEEK/Pages/default.aspx) for Current School Year | Krystal Smith – 502-564-3846, ext. 4425 |
| October | 1st | LEA submission of[PSD’s and CSD’s](http://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx) due. ([MUNIS Guides for PSD and CSD](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx)) | Karen Conway – 502/564-3846, ext. 4435 |
| October | 1st | Notification on Motor Vehicle Rate due to Revenue Cabinet | Ashley Sheeks – 502/564-7097 |
| October | 1st | School Bus ordering system open | Carl Meehan – 502/564-5279, ext. 4442 |
| October | 30th | [Bus Inventories](https://education.ky.gov/districts/trans/Pages/School%20Buses.aspx) due from Local Districts to KDE, Division of District Support | Carl Meehan – 502/564-5279, ext. 4442 |
| October | 30th | Math Achievement Fund Beginning of the Year Data collection into IC due to KDE, Division of Program Standards | Erin Chavez – 502/564-2106, ext. 4145 |
| October | 30th | [Read to Achieve Beginning of the Year Data due to KDE, Division of Program Standards](https://education.ky.gov/curriculum/conpro/engla/Pages/RTA.aspx) | Danielle Ward 502/564-2106, ext. 4107 |
| November | \* | Begin Preliminary Budget Development for Next School Year | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| November | \* | Continue Annual Needs Assessment for Next School Year |  |
| November | \* | [Post auditor adjustments](http://education.ky.gov/districts/FinRept/Pages/Fund%20Balances,%20Revenues%20and%20Expenditures,%20Chart%20of%20Accounts,%20Indirect%20Cost%20Rates%20and%20Key%20Financial%20Indicators.aspx) before submitting the Audited AFR to KDE, Division of District Support, District Financial Management Branch | DMFB – 502-564-3846  Kim Carter, ext. 4440,  Jackie Chism, ext. 4445,  Gail Cox, ext. 4462,  Kelli Young, ext. 4417 |
| November | 1st | [Dropout Report due to KDE, Division of Accountability Data and Analysis](http://education.ky.gov/AA/Reports/Pages/DropoutData.aspx) | David Curd – 502/564-9853, ext. 4744 |
| November | 1st | [Growth Factor Report due to KDE, Division of District Support](http://education.ky.gov/districts/enrol/Pages/Growth-Factor-Reports.aspx) | Laura Loman – 502/564-5279, ext. 4485 |
| November | 1st | [KISTA Bond Sale for new buses paperwork due to KDE, Division of District Support](https://education.ky.gov/districts/trans/Pages/School%20Buses.aspx) | Carl Meehan – 502/564-5279, ext. 4442 |
| November | 1st | LEA submission of [Transportation Growth Factor Adjustment Form](http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx) due. | Ann Culbertson – 502-564-3846, ext. 4438 |
| November | 1st | Retention Report due | Windy Spalding – 502/564-5130, ext. 4063 |
| November | 1st | [School Bus Purchase Authorization Form](https://education.ky.gov/districts/trans/Pages/School%20Buses.aspx) due to KDE, Division of District Support | Carl Meehan – 502/564-5279, ext. 4442 |
| November | 1st | [Submit Title I Comparability Report to GMAP.](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Erin Sudduth – 502/564-3791, ext. 4021 |
| November | 15th | [Audit Findings & Management Letter Comments spreadsheet](https://education.ky.gov/districts/FinRept/Pages/District-Financial-Audits.aspx), if applicable, is due to KDE, Division of District Support. Submit electronically to the [Finance Report](mailto:finance.reports@education.ky.gov) folder. | Kim Carter – 502/564-3846, ext. 4440  Kelli Young – 502/564-3846, ext. 4417 |
| November | 15th | [District Financial Audit Report](http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audits.aspx) due to KDE, Division of District Support. Submit electronically to the [Finance Report](mailto:finance.reports@education.ky.gov) folder. | Kim Carter – 502/564-3846, ext. 4440  Kelli Young – 502/564-3846, ext. 4417 |
| November | 15th | LEA submission of[Audited Annual Financial Report (AFR) & Balance Sheet](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) due. | Karen Conway – 502/564-3846, ext. 4435 |
| December | \* | Begin Working on Salary Schedule |  |
| December | \* | Complete Annual Needs Assessment for Next School Year |  |
| December | \* | Continue Draft Budget Development for Next School Year | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| December | \* | Prepare for ACA Reporting | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| December | \* | Prepare for W-2 Processing | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| December | \* | Process Insurance Open Enrollment file in time for first January payroll. | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| December | 1st | [State Preschool Enrollment Count as of Dec 1st](https://education.ky.gov/districts/tech/sis/Documents/DataStandardPreschool.pdf)due to KDE, Division of IDEA Implementation and Preschool, School Readiness Branch | Taysha Oglesby – 502/564-4970, ext. 4546 |
| December | 11th | [[IDEA B Child Count as of Dec 1st](https://education.ky.gov/districts/tech/sis/Documents/Standard-Special_Education-Processes.pdf)due to KDE, Office of Special Education and Early Learning (OSEEL)](https://education.ky.gov/specialed/excep/distres/Pages/spedresic.aspx) | Amy Patterson – 502/564-4970, ext. 4513 |
| January | \* | LEA submission of [SEEK Trend Data](https://education.ky.gov/districts/SEEK/Pages/default.aspx) for Next Year’s SEEK Forecast Calculation. | Sarah Tandy – 502/564-3846, ext. 4454 |
| January | \* | Process 1095’s | [KDE Munis Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| January | \* | Process 1099’s | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| January | \* | Process W-2’s | [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support) |
| January | 15th | [KEES Repor](http://education.ky.gov/districts/fin/Pages/Kentucky%20Educational%20Excellence%20Scholarship.aspx)t for Fall Graduates due to KHEAA | Roxanne Lewis – 502/696-7397 |
| January | 30th | [Math Achievement Fund](https://education.ky.gov/curriculum/conpro/Math/Pages/MAFTMITTimeline.aspx) Mid-Year Data collection into IC due to KDE, Division of Program Standards | Erin Chavez – 502/564-2106, ext. 4145 |
| January | 31st | Finalize Draft Budget for review by Local Board | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| February | \* | [Any Revisions of Staffing Policy or Guidelines Shall be Adopted by the Board and must be submitted to KDE, Division of School and Program Improvement, by May 1st](https://education.ky.gov/DISTRICTS/SBDM/Pages/School-Based-Decision-Making---Other-Technical-Documents.aspx) | Mia Morales – 502/564-2116, ext. 4046 |
| February | \* | Forecast Ending Growth Factor Balance for Board |  |
| February | \* | [Prepare Staffing Allocations for School Councils](http://education.ky.gov/DISTRICTS/SBDM/Pages/School-Based-Decision-Making---Other-Technical-Documents.aspx) | Mia Morales – 502/564-2116, ext. 4046 |
| February | 1st | Transition due in Infinite Campus on the Graduation Tab | Holly Tracy – 502/564-4286, ext. 4225 |
| February | 15th | Read to Achieve Mid-Year Data due to KDE, Division of Program Standards | Danielle Ward 502/564-2106, ext. 4107 |
| March | 1st | KDE Post [SEEK Final](http://education.ky.gov/districts/SEEK/Pages/default.aspx) for Current School Year | Krystal Smith – 502-564-3846, ext. 4425 |
| March | 1st | [[[State Preschool Enrollment Count as of March 1**st**](https://education.ky.gov/districts/tech/sis/Documents/DataStandardPreschool.pdf)](http://education.ky.gov/curriculum/conpro/prim-pre/Pages/Preschool-Regulations.aspx)due to KDE, Division of IDEA Implementation and Preschool, School Readiness Branch](http://education.ky.gov/curriculum/conpro/prim-pre/Pages/Preschool-Regulations.aspx) | Taysha Oglesby – 502/564-4970, ext. 4546 |
| March | 1st | [Tentative Staffing Allocations due to School Councils](http://education.ky.gov/districts/SBDM/Pages/School-Based-Decision-Making---Other-Technical-Documents.aspx) | Mia Morales – 502/564-2116, ext. 4046 |
| March | 31st | School Nutrition Programs Financial Reporting | DSCN – 502/564-5625 |
| March | 31st | [Submit state funded preschool application to GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Taysha Oglesby – 502/564-4970, ext. 4546 |
| April | \* | Begin preparing Tentative Budget (STW GL-6) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| April | \* | Finalize EOY Projection on Growth Factor |  |
| April | \* | [KISTA Bus Sale (Old buses) Resolution Adopted by Local Board](http://education.ky.gov/districts/trans/Pages/Buses.aspx) | Carl Meehan – 502/564-5279, ext. 4442 |
| April | \* | School-Level Spending per Student calculations and data entry into School Report Card. | Jessi Carlton – 502/564-3930, ext. 2468 |
| April | 1st | LEA submission to begin [Indirect Cost Adjustments](http://education.ky.gov/districts/FinRept/Pages/Fund%20Balances,%20Revenues%20and%20Expenditures,%20Chart%20of%20Accounts,%20Indirect%20Cost%20Rates%20and%20Key%20Financial%20Indicators.aspx) | Karen Conway – 502/564-3846, ext. 4435 |
| April | 30th | [KRS 161.011 (5)](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=53476) - Notice of non-renewal for classified staff by May 15th | Matt Ross – 502/564-1976, ext. 4321 |
| April | 30th | [KRS 161.750](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3995) (2) - Notice of non-renewal for certified staff by May 15th | Matt Ross – 502/564-1976, ext. 4321 |
| May | \* | Approve Salary Schedule at Board Meeting |  |
| May | \* | Begin processing Next Year P.O.’s (Optional) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| May | \* | Clean-up Purchase Orders for Year End | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| May | \* | Complete Creation of Fund 2 Accounts for the Next Year | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| May | \* | Continue Preparing and Finalizing [Tentative Budget](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) | [Karen Conway – 502/564-3846, ext. 4435](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| May | \* | [Independent Auditor’s Contract](http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx) to be approved by the Board | Gail Cox – 502/564-3846, ext. 4462 |
| May | 1st | KDE Post [SEEK Forecast](https://education.ky.gov/districts/SEEK/Pages/default.aspx) for Next School Year | Krystal Smith – 502-564-3846, ext. 4425 |
| May | 1st | LEA submission of [Certified Audiologists & Speech Language Pathologists Salary Supplement Reimbursement](https://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx) due | Jana Cox – 502/564-3846, ext. 4409 |
| May | 1st | LEA submission of[Indirect Cost Adjustments](http://education.ky.gov/districts/FinRept/Pages/Fund%20Balances,%20Revenues%20and%20Expenditures,%20Chart%20of%20Accounts,%20Indirect%20Cost%20Rates%20and%20Key%20Financial%20Indicators.aspx) due | Karen Conway – 502/564-3846, ext. 4435 |
| May | 1st | LEA submission of [National Board Certification (NBC) Salary Reimbursement](https://education.ky.gov/districts/FinRept/Pages/School%20District%20Personnel%20Information.aspx) due | Jana Cox – 502/564-3846, ext. 4409 |
| May | 1st | [Safe Schools Data](http://education.ky.gov/school/sdfs/Pages/Safe-Schools-Data-Collection-and-Reporting.aspx) verification window opens. | Windy Spalding – 502/564-5130, ext. 4063 |
| May | 1st | [Staffing Allocations](http://education.ky.gov/districts/SBDM/Pages/School-Based-Decision-Making---Other-Technical-Documents.aspx) final due to School Councils | Mia Morales – 502/564-2116, ext. 4046 |
| May | 15th | [KRS 161.760](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3996) (3) - Notification of Certified Staff Reduction of Duties 90 Days before School Starts for Students or by May 15th, whichever is earlier | Matt Ross – 502/564-1976, ext. 4321 |
| May | 30th | FY Submission Deadline of [Capital Funds Request](http://education.ky.gov/districts/FinRept/Pages/Capital-Funds-Request.aspx) | Sarah Tandy – 502/564-3846, ext. 4454  Jana Cox – 502/564-3846, ext. 4409 |
| May | 30th | LEA submission of[Tentative Budget](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) due | Karen Conway – 502/564-3846, ext. 4435 |
| May | 30th | [Math Achievement Fund](https://education.ky.gov/curriculum/conpro/Math/Pages/MAFTMITTimeline.aspx) Year-End Data collection into IC due to KDE, Division of Program Standards | Erin Chavez – 502/564-2106, ext. 4145 |
| May | 30th | [Read to Achieve](https://education.ky.gov/curriculum/conpro/engla/Pages/RTA.aspx) End-of-Year Data due to KDE, Division of Program Standards | Danielle Ward 502/564-2106, ext. 4107 |
| May | 31st | [Audit Acceptance Statement](http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx) web-based form is due to KDE, Division of District Support | Gail Cox – 502/564-3846, ext. 4462 |
| May | 31st | [Independent Auditor’s Contract](http://education.ky.gov/districts/FinRept/Pages/District-Financial-Audit-Contracts.aspx) is due to KDE, Division of District Support. Submit electronically to the [Finance Report](mailto:finance.reports@education.ky.gov) folder. | Gail Cox – 502/564-3846, ext. 4462 |
| May | 31st | LEA submission of[Certification of transportation for daily trips for pupils attending KSD/KSB](http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx) due | Ann Culbertson – 502/564-3846, ext. 4438 |
| June | \* | Continue processing Next Year P.O.’s (optional) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| June | \* | Perform depreciation once a year, if done in June | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| June | \* | Prepare for Fiscal Year End Close – (BGL-2) | [KDE MUNIS Support & Guides](http://education.ky.gov/districts/Pages/MUNIS-Guides.aspx) |
| June | 1st | Annual IDEA Application due in [GMAP](https://education.ky.gov/districts/fin/Pages/Grant-Management%2c-Application%2c-and-Planning-%28GMAP%29.aspx) | Gary Martin – 502/892-6568, ext. 4157 |
| June | 1st | Special Education Personnel and Private School Proportionate Amount due in GMAP | Amy Patterson – 502/564-4970, ext. 4513 |
| June | 15th | [KRS 161.760 (1) – Requires Notification to Certified Staff with best estimate of salary no later than 45 days before School Starts for Students or by June 15th, whichever is earlier](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3996) | Cassie Trueblood – 502/564-4606, ext. 2152 |
| June | 15th | SEEK At Risk ADM data pulled by KDE, Division of District Support, from Infinite Campus and verified by districts | Samantha Engstrom – 502/564-5279, ext. 4434 |
| June | 30th | [Amended School Calendar](http://education.ky.gov/districts/enrol/Pages/School-Calendar.aspx) (current year) due to KDE, Division of District Support | Josh Whitlow – 502/564/5279, ext. 4450 |
| June | 30th | IDEA B Maintenance of Effort (MO**E**) Compliance, due to KDE, Office of Special Education and Early Learning (OSEEL) | Jonathan Compton – 502/564-4970, ext. 4126 |
| June | 30th | [KEES Report](http://education.ky.gov/districts/fin/pages/kentucky%20educational%20excellence%20scholarship.aspx) due to KHEAA | Roxanne Lewis – 502/696-7397 |
| June | 30th | Last day for School Bus orders | Carl Meehan – 502/564-5279, ext. 4442 |
| June | 30th | LEA submission of [Transportation Adjustment](http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx) EOY due | Ann Culbertson – 502-564-3846, ext. 4438 |
| June | 30th | LEA submission of[Vocational School Transportation](http://education.ky.gov/districts/SEEK/Pages/SEEK-Transportation-Funding.aspx) due | Ann Culbertson – 502-564-3846, ext. 4438 |
| June | 30th | Original [School Calendar](http://education.ky.gov/districts/enrol/Pages/School-Calendar.aspx) for upcoming school year due to KDE, Division of District Support | Josh Whitlow – 502/564/5279, ext. 4450 |
| June | 30th | [Safe Schools Data Report](http://education.ky.gov/school/sdfs/Pages/Safe-Schools-Data-Collection-and-Reporting.aspx) verification window closes; KDE will extract data July 1. | Windy Spalding – 502/564-5130, ext. 4063 |
| June | 30th | [Special Education Discipline Data](http://education.ky.gov/specialed/excep/forms/Pages/default.aspx) due to KDE, Office of Special Education and Early Learning (OSEEL) | Amy Patterson – 502/564-4970, ext. 4513 |
| June | 30th | [Special Education Indicator 11 and 13 Data Collection](http://education.ky.gov/specialed/excep/forms/Pages/default.aspx) Form due to KDE, Office of Special Education and Early Learning (OSEEL) | Amy Patterson – 502/564-4970, ext. 4513 |
| June | 30th | [Superintendent’s Annual Attendance Report](https://education.ky.gov/districts/enrol/Pages/Superintendents-Annual-Attendance-Report-(SAAR).aspx) (SAAR) due to KDE, Division of District Support | Laura Loman – 502/564-5279, ext. 4485 |

**NOTE:**

KDE has created multiple shared calendars for the Financial Management Calendar with three different viewing options (see links below).

[Financial Management Calendar.ics](https://outlook.office365.com/owa/calendar/ae659379e8bb422f920a57d2e42a21a5@education.ky.gov/b8c4a07bb18942089547383c710f378b364376110423342535/calendar.ics) (Outlook Desktop version)

[Financial Management Calendar.hmtl](https://outlook.office365.com/owa/calendar/ae659379e8bb422f920a57d2e42a21a5@education.ky.gov/b8c4a07bb18942089547383c710f378b364376110423342535/calendar.html) (Office 365 Online version)

[Financial Management Calendar.com](https://calendar.google.com/calendar/u/1?cid=ZWR1Y2F0aW9uLmt5Lmdvdl9oMjZybTd1a244cmxxMjdkdmQ2cTZxNnQxc0Bncm91cC5jYWxlbmRhci5nb29nbGUuY29t) (Google Calendar version)

KDE updates only specific Kentucky MUNIS documents. General MUNIS documents are available at the MUNIS knowledge base website at [Enterprise ERP (powered by Munis)](https://www.tylertech.com/client-support/enterprise-erp-support).

Additional important deadlines are available at the following links:

[Pupil Transportation Year Round Calendar and Events](https://education.ky.gov/districts/trans/Pages/Year-Round-Calendar-and-Events.aspx)

[Important Due Dates for Superintendents](http://education.ky.gov/CommOfEd/Pages/default.aspx)

This document along with other information is provided on the following website:

[Financial Management Calendar, Financial Management Manual, Insurance Guidelines and Finance Newsletters](http://education.ky.gov/districts/FinRept/Pages/Financial%20Management%20Calendar,%20Financial%20Management%20Manual,%20Insurance%20Guidelines,%20Who%20Does%20What%20in%20DDS,%20Finance%20Newsletters.aspx)

Kentucky Department of Education

Office of Finance and Operations

Division of District Support

District Financial Management Branch

Dated: 6/28/23

KDE USE: F:\audits\_trans\audits\Financial Management Calendar\FY2024 FMC