


## January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1  New Year's Day * State Comp Ed figures obtained	2  (Bank Holiday)	3  * 1 <sup>st</sup> Technology payment	4  * FSP extracted, reviewed, and processed * Record Ridership for Transportation	5	6	7
8	9	10	11	12	13  * Alt SCE Basic monthly claims due * 941	14
15	16  Martin Luther King Day (Bank Holiday)	17  * SOF and FSP payments posted	18	19  PEIMS Fall (1) resubmission deadline	20	21
22	23	24	25  * FSP payment received	26  PEIMS Midyear (2) submission to ESC deadline – approx.	27	28
29	30	31  * W2s to employees * 1099s to vendors * TWC - Quarterly Unemployment				
		<u>Quarterly Reports:</u> -Sales Tax Report for student activity fund -Investment quarterly report to Board of Trustees -Workers Comp	<u>Payroll:</u> -TRAQS report -TEXNET payment -EFTPS payment	<u>PEIMS:</u> -Fall (1) resubmission -Mid-Year (2) Submission	* PET & FSP reports * TReX	

## February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 * Record Ridership for Transportation	2 <b>PEIMS</b> Midyear (2) submission deadline	3 * Resident District and NSLBP Contract report for SCE due * FSP – extracted, reviewed, and processed	4
5	6	7	8	9	10	11
12	13	14 Valentine's Day	15 * SOF and FSP payments posted * Alt SCE Basic monthly claims due	16 <b>PEIMS</b> Midyear (2) resubmission deadline	17	18
19	20 President's Day (Bank Holiday)	21	22 Ash Wednesday	23	24	25
26	27 * FSP payment received	28 * Paper Copy W2s due to SSA * Paper Copy 1099s due to IRS	29			
		<b>PEIMS:</b> -Mid-Year (2) submission & resubmission	<b>Payroll</b> -TRAQS report -TEXNET payment -EFTPS payment	* Annual Charter SCE Report by Resident due	* Membership Reconciliation during 4 <sup>th</sup> six weeks * PET & FSP reports * TREx	

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**Legend:** Black = Due dates, Green = Holidays, Red = Reminders (non-date specific)

## March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 * FSP – extracted, reviewed, and processed	6	7 * Record Ridership for Transportation	8	9	10
11	12	13	14	15 * SOF and FSP payments posted * prior year Final SOF posted to web * Alt SCE Basic monthly claims due	16	17 St. Patrick's Day
18	19	20	21	22	23	24
25	26 * FSP payment received	27	28	29	30 * Submit prior year's final staff salary data	31
			<u>Budget</u> -Begin planning and preparation for new yr -update federal grant allocations based on maximum entitlements	<u>Payroll</u> -TRAQS report -TEXNET payment -EFTPS payment	* PET & FSP reports * TREX	

## April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1  Palm Sunday * LBOT Certification	2	3	4  * Record Ridership for Transportation	5  * FSP – extracted, reviewed, and processed	6  Good Friday	7  Passover Begins
8  Easter	9	10	11  PEIMS Summer (3) & Extended Year (4) Edit+ ready to process data	12	13  * Alt SCE Basic monthly claims due * 941	14
15	16  * SOF and FSP payments posted	17	18	19	20	21
22	23	24	25  * FSP payment received	26	27	28
29	30  * SC5010 NCLB Data Request Form deadline * TWC – Unemployment					
		<u>Quarterly Reports:</u> -Sales Tax Report for student activity fund -Investment quarterly report to Board of Trustees -Workers Comp	<u>Payroll</u> -TRAQS report -TEXNET payment -EFTPS payment	* Letters of Reasonable Assurance * TRS ActiceCare Spring Enrollment	* PET & FSP reports * TREX	

## May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 * NCLB Cons App * School Improvement Amendment deadline * Gun Free Schools Report available * Ed-Flex App due for July 1 <sup>st</sup> start date * Final settle up payments (prior yr)	2  * Record Ridership for Transportation	3	4	5
6	7 * FSP – extracted, reviewed, and processed	8	9	10	11	12
13  Mother's Day	14  PEIMS Summer (3) Edit+ ready to accept files	15  * SOF and FSP payments posted * Alt SCE Basic monthly claims due	16	17	18	19
20	21	22	23	24	25  * FSP payment received	26
27	28  Memorial Day (Bank Holiday)	29	30	31  PEIMS Summer (3) Manual PID corrections due at TEA		
			Payroll -TRAQS report -TEXNET payment -EFTPS payment	PEIMS: -review data for Summer (3) submission	* PET & FSP reports	

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## June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 * review federal grant expenditures for final payments	2
3	4	5 * FSP – extracted, reviewed, and processed	6 * Record Ridership for Transportation	7	8 * last day to amend HQTC report	9
10	11	12	13	14 <b>PEIMS</b> Summer (3) submission deadline to ESC – approx.	15 * SOF and FSP payments posted * Alt SCE Basic monthly claims due	16
17 Father's Day	18	19	20 * (approx.) preliminary SOF for next yr posted * (approx.) requests for ADA estimates	21 <b>PEIMS</b> Summer (3) submission deadline to TEA <b>PEIMS</b> Manual PID corrections due to TEA	22	23
24	25 * FSP payment received	26	27	28	29	30
	<b>Payroll</b> -TRAQS report -TEXNET payment -EFTPS payment	* final FSP submission * attendance calendar for Board approval	<b>PEIMS:</b> -Summer (3) submission * final PET submission after PEIMS	<b>Budget:</b> -Final amendments approved by Board (7/1 FY) -Finalize exp/rev for new yr (7/1 FY)	* NCLB Cons App for Fed Funding Training for ESCs and LEAs * post accruals (7/1 FY)	

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## July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1  * NCLB – Stamp-In	2	3	4 Independence Day (Bank Holiday)	5	6	7
8	9	10	11	12 PEIMS Summer (3) resubmission deadline	13 * Alt SCE Basic monthly claims due * 941	14
15	16 * SOF and FSP payments posted	17	18	19	20 Ramadan Begins	21
22	23	24	25 * FSP payment received	26	27	28
29	30	31 * TWC – Unemployment report				
	<u>Quarterly Reports:</u> -Sales Tax Report for student activity fund -Investment quarterly report to Board of Trustees -Workers Comp	<u>Payroll</u> -TRAQS report -TEXNET payment -EFTPS payment	<u>PEIMS:</u> -Summer (3) resubmission	* Final PET report after PEIMS resubmission	* Receive EMAT/EVI shipment	

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## August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 * Consolidated Compliance report * Gun Free Schools report * Ed-Flex app for Oct 1 start date	2	3  * FSP calendar due	4
5	6	7	8	9  <b>PEIMS</b> Extended Year (4) Edit+ ready to accept files	10  * Staff Salary Data report to TEA	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25  <b>PEIMS</b> Manual PID corrections due to TEA
26	27  * FSP payment received	28	29	30  <b>PEIMS</b> Extended Year (4) submission deadline to ESC – approx.	31  * GED certification deadline	
				<b>Payroll</b> -TRAQS report -TEXNET payment -EFTPS payment	* PET (1 <sup>st</sup> due 3 <sup>rd</sup> week of school) & FSP reports * TREx	

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## September 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1  * NCLB Consolidated app for Federal Funding
2	3  Labor Day (Bank Holiday)	4	5  * Record Ridership for Transportation	6  PEIMS Extended Year (4) submission deadline to TEA	7	8
9	10  * Staff Salary report to TEA	11	12	13	14  * Alt SCE basic monthly claims due	15
16	17  Rosh Hashanah * Highly Qualified Teacher Compliance report available on eGrants	18	19	20	21	22  PEIMS Manual PID corrections due to TEA
23	24	25  * first state payment	26  Yom Kippur	27  PEIMS Extended Year (4) resubmission deadline to TEA	28 * School Start Window * TEA closes Staff Salary Data module to make final TRS supplemental payment	29
30			  Payroll -TRAQS report -TEXNET payment -EFTPS payment	  * 1 <sup>st</sup> PET submission due by end of 3 <sup>rd</sup> week * work on PID errors	  * End of 1 <sup>st</sup> six weeks FSP * Membership Reconciliation during 1 <sup>st</sup> six weeks * TREX	

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## October 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 * Record Ridership for Transportation	4	5 * FSP – extracted, reviewed, and processed	6
7	8 Columbus Day (Bank Holiday)	9 PEIMS Fall (1) & Midyear (2) Edit+ ready to process data	10	11	12	13
14	15 * SOF and FSP payments posted * Alt SCE Basic monthly claims due * 941	16	17	18	19	20 * approx. date prior yr "Near Final" report posted to web
21	22 * approx. date prior yr "Near Final" settle-up payment made and adjustments trans. To current yr	23	24	25 * FSP payment received	26 PEIMS Fall (1) Snapshot Date	27
28	29 PEIMS Fall (1) Edit+ ready to accept files	30	31 Halloween * TWC – Unemployment			
			<u>Quarterly Reports:</u> -Sales Tax Report for student activity fund -Investment quarterly report to Board of Trustees -Workers Comp	<u>Payroll</u> -TRAQS report -TEXNET payment -EFTPS payment	* PET & FSP reports * work on PID errors * TREx * PEIMS Fall (1) begin work	

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## November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 * Highly Qualified Teacher Compliance report	2	3
4	5 * FSP – extracted, reviewed, and processed	6	7 * Record Ridership for Transportation	8 <b>PEIMS</b> Manual PID corrections due to TEA	9	10
11 Veterans Day	12 (Bank Holiday)	13	14	15 * SOF and FSP payments posted * Alt SCE Basic monthly claims due	16 * School Improvement Program Compliance report	17
18	19	20	21	22 Thanksgiving (Bank Holiday)	23	24
25	26 * FSP payment received	27	28	29 <b>PEIMS</b> Fall (1) submission deadline to ESC - approx..	30	
			Payroll -TRAQS report -TEXNET payment -EFTPS payment	<b>PEIMS</b> Fall (1) clean up data	* PET & FSP reports * TREx	

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## December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 * NCLB Cons App due for new charters
2	3	4	5 * Record Ridership for Transportation * FSP – extracted, reviewed, and processed	6 <b>PEIMS</b> Fall (1) submission deadline to TEA	7	8
9 Hanukkah Begins	10	11	12	13 <b>PEIMS</b> Manual PID corrections due to TEA	14 * Alt SCE Basic monthly claims due * HQTFDA and HQTICIP due	15
16	17 * SOF and FSP payments posted	18	19	20	21	22
23	24	25 Christmas Day (Bank Holiday)	26 Kwanzaa * FSP payment received	27	28	29
30	31	<b>PEIMS:</b> Finalize Submission 1	* SC9000 – Annual Survey of Children in Local Fac. For Neglected/Delinquent	<b>Payroll</b> -TRAQS report -TEXNET payment -EFTPS payment	* PET & FSP reports * TREx	

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