

FISCAL DIRECTOR TIMELINES

JUNE

- 1st
 - Assist with Payroll send Payroll Taxes
- 4th
 - Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th
 - Do State WIC Report
 - RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - ECSE Final billing, invoices
- 10th
 - Bank Reconciliations and ensure accounts are earning interest.
- 16th
 - Assist with Payroll send Payroll Taxes
- 30th
 - Head Start & EHS 269 Report Due
 - SUTA, Sites Report, Federal Tax Quarter Ends
 - WIC, OPP, CCR&R, and After School Program Year ends
- Weekly
 - Cash Allocation Analysis to ensure sufficient cash is on hand
- Daily
 - Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

JULY

- 1st
 - Assist with Payroll send Payroll Taxes
 - Start preparing for the audit

- 4th
 - Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy

- 5th
 - Do State WIC Report
 - RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - Invoices

- 10th
 - Bank Reconciliations and ensure accounts are earning interest.

- 15th
 - SAIF Quarterly Report due 16th

- 16th
 - Assist with Payroll send Payroll Taxes

- 31st
 - SUTA, 941, Sites Quarterly Reports due

- Weekly
 - Cash Allocation Analysis to ensure sufficient Cash is on hand

- Daily
 - Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

AUGUST

- 1st
 - Assist with Payroll send Payroll Taxes
- 4th
 - Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th
 - RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - Invoices
- 10th
 - Bank Reconciliations and ensure accounts are earning interest
- 16th
 - Assist with Payroll send Payroll Taxes
 - 272 Quarterly Due
- 31st
 - Head Start Quarter ends
 - Final 269 Due
- Weekly
 - Cash Allocation Analysis to ensure sufficient Cash is on hand
- Daily
 - Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

SEPTEMBER

- 1st
 - Assist with Payroll send Payroll Taxes
- 4th
 - Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th
 - RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - ECSE billing, Invoices
- 10th
 - Bank Reconciliations and ensure accounts are earning interest
- 16th
 - Assist with Payroll send Payroll Taxes
- 30th
 - SUTA, Sites Report, Federal Tax Quarter ends
 - USDA year ends, ACF Training Grant Year End
 - 990 Form and CT-12
- Weekly
 - Cash Allocation Analysis to ensure sufficient Cash is on hand
- Daily
 - Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

OCTOBER

- 1st
 - Assist with Payroll send Payroll Taxes
- 4th
 - Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th
 - Do State WIC Report
 - RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - ECSE billing, invoices
- 10th
 - Bank Reconciliations and ensure accounts are earning interest
- 16th
 - Assist with Payroll send Payroll Taxes
 - SAIF Quarterly Report due
- 31st
 - SUTA, 941, Sites Quarterly Reports due, ACF Training Grant 269 Due
- Weekly
 - Cash Allocation Analysis to ensure sufficient Cash is on hand
- Daily
 - Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

NOVEMBER

- 1st
 - Assist with Payroll send Payroll Taxes
- 4th
 - Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th
 - RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - ECSE billing, invoices
- 10th
 - Bank Reconciliations and ensure accounts are earning interest
- 16th
 - Assist with Payroll send Payroll Taxes
 - 990 Report due
 - CT-12 Report due
- 30th
 - Head Start Quarter ends
 - Head Start & EHS 269 due
 - Sick Leave Payoff
 - 272 due
- Weekly
 - Cash Allocation Analysis to ensure sufficient Cash is on hand
- Daily
 - Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

DECEMBER

- 1st
 - Assist with Payroll send Payroll Taxes
- 4th
 - Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th
 - RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - ECSE billing, invoices
- 10th
 - Bank Reconciliations and ensure accounts are earning interest
- 16th
 - Assist with Payroll send Payroll Taxes
 - Start working on next year's budget
- 31st
 - SUTA, Federal Tax Quarter ends, Final 269 due for ACF Training grant
- Weekly
 - Cash Allocation Analysis to ensure sufficient Cash is on hand
- Daily
 - Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

JANUARY

- 1st
 - Assist with Payroll send Payroll Taxes
- 4th
 - Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th
 - Do State WIC Report
 - RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - ECSE billing, invoices
- 10th
 - Bank Reconciliations and ensure accounts are earning interest
- 16th
 - Assist with Payroll send Payroll Taxes
- 31st
 - SUTA, 941, Sites Quarterly Report Due
 - W-2'S need to be sent out
 - 1099'S need to be sent out
- Weekly
 - Cash Allocation Analysis to ensure sufficient Cash is on hand
- Daily
 - Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

FEBRUARY

- 1st
 - Assist with Payroll send Payroll Taxes
- 4th
 - Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th
 - Do State WIC Report
 - RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - ECSE billing, invoices
- 10th
 - Bank Reconciliations and ensure accounts are earning interest
- 16th
 - Assist with Payroll send Payroll Taxes
 - SAIF Quarterly due
 - WR due (or Annuities W/H Reconciliation)
 - Start projecting each grant expense for year end
- 28th
 - W-3 due, 272 due
- Weekly
 - Cash Allocation Analysis to ensure sufficient Cash is on hand
- Daily
 - Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

MARCH

- 1st ● Assist with Payroll send Payroll Taxes
- 4th ● Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th ● RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - ECSE billing, invoices
- 10th ● Bank Reconciliations and ensure accounts are earning interest
- 16th ● Assist with Payroll send Payroll Taxes
- 31st ● SUTA, Federal Tax Quarter ends
- Weekly ● Cash Allocation Analysis to ensure sufficient Cash is on hand
- Daily ● Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

APRIL

- 1st
 - Assist with Payroll send Payroll Taxes
- 4th
 - Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th
 - Do State WIC Report
 - RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - ECSE billing, invoices
- 10th
 - Bank Reconciliations and ensure accounts are earning interest
- 16th
 - Assist with Payroll send Payroll Taxes
 - SAIF Quarterly due
- 30th
 - SUTA, 941, or Sites Quarterly Reports due
- Weekly
 - Cash Allocation Analysis to ensure sufficient Cash is on hand
- Daily
 - Verify that Purchase Orders and Invoices have correct Account Code information

FISCAL DIRECTOR TIMELINES

MAY

- 1st ● Assist with Payroll send Payroll Taxes
- 4th ● Do monthly budget reports & Administrative Limit Analysis
 - Go through general ledger for accuracy
 - Go through receipts, checks for accuracy
- 5th ● RR Monthly Report
 - (Give USDA Administrative Costs to USDA Manager)
 - ECSE billing, invoices
- 10th ● Bank Reconciliations and Ensure accounts are earning interest
- 16th ● Assist with Payroll send Payroll Taxes
- 20th ● Prepare for Year End
- 31st ● Head Start Year Ends
 - Sick Leave Payoff
 - 272 due
- Weekly ● Cash Allocation Analysis to ensure sufficient Cash is on hand
- Daily ● Verify that Purchase Orders and Invoices have correct Account Code information