

CAMPBELL COUNTY SCHOOL DISTRICT



# **BUDGET and FINANCE CALENDAR**

**December 1, 2021**

Finance Department

**FY2023**

**Purchasing Reminder:**

Per Purchasing Regulation 3320-R approved purchase order must be generated prior to ordering goods or services when a purchase card is not used.

Exceptions include chain stores that use district-approved store credit cards, bottled water and similar vendors, nutrition service vendors, utilities, and emergencies. Additional exceptions for Maintenance, Transportation and Electronic Technicians include parts for repairs and parts inventory.

Requisitions for exceptions listed above must be entered within three working days for all schools and departments, except Maintenance, Transportation and Electronic Technicians who have five working days to enter a requisition for goods received.

**Timelines change as the end of the fiscal year approaches.**

**January, 2022**

- 3 Student Enrollment Projections Prepared
- 6 Human Resources forwards IVisions instructions to Supervisors for accessing staff information for verification of all positions
- 14 Budget Catalogs/Handbooks Revised and Published
- 14 Staffing verifications returned to Human Resources with corrections
- 14 Capital equipment requests due to Finance
- 14 Additional Staffing and Non-Salary/Benefit Requests (Ed Plans) due to Human Resources
- 19 Preliminary Department/Building Baseline Allocations Published
- 25-26 Budget Training for Secretarial Staff

**February, 2022**

- 4 ESP appeal/reclassification requests due to Human Resources
- 18 Estimated Assessed Valuation from Campbell County Treasurer
- 18 Building Special Revenue (Fund 21) Budget Information to Buildings

**March, 2022**

- TBA Staff Reductions Reviewed by Administration, if necessary
- TBA Additional Request Presentations

**April, 2022**

- 5 All Non-Salary and Benefit Budgets, including Fund 21, submitted to Finance
- 5 Delivery & Invoicing Verified on Purchase Orders (through May 7) – Delivery and Invoicing must be completed by June 11 or the Purchase Order will be canceled
- 8 Revenue Projections (tentative)
- 8 Additional Requests Approved/Denied (tentative)
- 25 Optional Mill Levies considered by Board of Trustees (Rec and BOCHES)

**May, 2022**

- 7 Local purchases only through June 23, 2022
- 9 Preliminary Budget approved by Board of Trustees (W.S. 16-4-104)
- 9 Salaries & Benefits Approved by Board of Trustees (tentative)
- 16 FY2022 IVisions Open for requisitions (tentative)
- 16 Last day for adjusting journal entries between Fund 01, 21, 51 and 80

**June, 2022**

- 7 Final Day for Warehouse Requisitions (Stockroom and Custodial)
- 7 Salary and Benefit Changes completed by Human Resources
- 10 Final Day for 'normal' purchasing

**June, 2022** (continued)

- 10 Requisitions for purchases from the exception list (including bottled water and similar vendors, nutrition service vendors, utilities, and emergencies; as well as parts for repairs and parts inventory purchases made by Maintenance, Transportation and Electronic Technicians) must be entered the business day of the transaction through June 24.
- 10 Purchase Orders not received and/or invoiced will be canceled unless prior arrangements are made  
  
Requisition approvals must be completed on the 23rd – If your supervisor is not in the building, please contact Shelly Haney to approve the appropriate requisition.
- 13 Final Day for Work Order charge-outs
- 23 Final day for all purchases (requisitions or p-card)- including Wal-Mart
- 27 P-Card Reconciliation completed by **Noon** – Packets must be delivered to Accounting by **4 p.m.** – Please call Purchasing/Warehouse for a special pickup, if necessary.  
**Note:** Continue to reconcile transactions daily. They will be paid in this fiscal year if possible.
- 27 Final Assessed Valuation from Campbell County Treasurer (Tentative)
- 27 Final Inventory Adjustment Information due to Accounting
- 28 Final Day for all deposits. Accounting Department must have information by 5 p.m.
- 30 Close of FY2022

**July, 2022**

- 5 Purchasing, Custodial and Stockroom Systems open for Requisitions  
  
Note: Budgets may not be posted to IVisions at this point.
- 13 Notice of Budget Hearing/Adoption published in [The News Record](#) (W.S. 16-4-109)
- 20 Public Hearing and Budget Adoption (W.S. 16-4-109)

**Note: Budget transfers can't be entered until July 22.**

**August, 2022**

- 1 Audit Field Work begins (First Monday of August annually)
- 12 Fiscal Year Reports submitted to the Wyoming Department of Education (W.S. 21-3-117 forty-five calendar days after the end of the fiscal year)
- 19 Operating Transfers completed, as necessary

**October, 2022**

- 10 Student Recalculation and associated allocation adjustments for enrollment increases based on October 1 data
- 31 Position Budget review and adjustments begin

**November, 2022**

- 8 Annual Audit approved by Board of Trustees (tentative)

**December, 2022**

- 2 Stipend information due to Human Resources for disbursement on December payroll checks
- 2 Begin preparation for FY2023 Budget Calendar and associated documents (Review Budget Dates with Secretaries)
- 15 Annual Audit due to Wyoming Department of Education

**Monthly** Legislative updates that affect school finance provided to Board of Trustees, Principals, Supervisors, & Administration

**Quarterly** Temporary Salary and Benefit budgets reviewed and budget transfers completed

**Annually** Board Policies reviewed and updated