<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
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</thead>
</table>
| **July ’20** | Independence Day **Closed 07/03/20**  
|            | June (1st close) Journals **07/07/2020**  
|            | eReports ready (1st Close) **07/08/2020**  
|            | Extension Bank Reconciliation **7/08/20**  
|            | Report Monthly Sales Tax **07/15/20**  
|            | June (2nd close) Journals **07/20/2020**  
|            | eReports ready (2nd Close) **07/21/2020**  
|            | PCard Reallocation deadline **7/30/20**  
|            | Plan budgets for new fiscal year  
|            | Pull Convenience order list   |
| **August ’20** | July Journal Deadline **08/07/20**  
|            | eReports ready for print **08/10/20**  
|            | Report Monthly Sales Tax **8/15/20**  
| **September ’20** | Labor Day **Closed 09/07/20**  
|            | August Journal Deadline **09/07/20**  
|            | eReports ready for print **09/08/20**  
|            | Report Monthly Sales Tax **09/15/20**  
|            | PCard Reallocation deadline **09/29/20**  
| **October ’20** | September Journal Deadline **10/07/20**  
|            | eReports ready for print **10/08/20**  
|            | Report Monthly Sales Tax **10/15/20**  
|            | PCard Reallocation deadline **10/29/20**  
| **November ’20** | October Journal Deadline **11/06/20**  
|            | eReports ready for print **11/09/20**  
|            | Veteran’s Day **Closed 11/11/2020**  
|            | Report Monthly Sales Tax **11/15/20**  
|            | Thanksgiving/Columbus Day **Closed 11/26-27/2020**  
|            | PCard Reallocation deadline **11/25/20**  
| **December ’20** | November Journal Deadline **12/07/20**  
|            | eReports ready for print **12/08/20**  
|            | Report Monthly Sales Tax **12/15/20**  
|            | President’s/Christmas Day **Closed 12/24-25/2020**  
|            | PCard Reallocation deadline **12/30/20**  
| **January ’21** | New Year’s Day **Closed 01/01/21**  
|            | December Journal Deadline **01/08/21**  
|            | WorkDay reports ready **01/11/21**  
|            | Report Monthly Sales Tax **01/15/21**  
|            | Martin Luther King Day **Closed 01/18/21**  
|            | PCard Reallocation deadline **01/28/21**  
|            | County Approp Form **01/31/21**  
|            | Bank Statement/Recon **01/29/21**  
| **February ’21** | January Journal Deadline **02/05/21**  
|            | WorkDay reports ready **02/08/21**  
|            | Report Monthly Sales Tax **02/15/21**  
|            | PCard Reallocation deadline **02/25/21**  
|            | Bank Statement/Recon **02/26/21**  
| **March ’21** | February Journal Deadline **03/05/21**  
|            | WorkDay reports ready **03/08/21**  
|            | Report Monthly Sales Tax **03/15/21**  
|            | PCard Reallocation deadline **03/30/21**  
|            | 1099-INT forms (IF ANY) **03/31/21**  
|            | Bank Statement/Recon **03/31/21**  
| **April ’21** | March Journal Deadline **04/07/21**  
|            | WorkDay reports ready **04/08/21**  
|            | Report Monthly Sales Tax **04/15/21**  
|            | PCard Reallocation deadline **04/29/21**  
|            | Bank Statement/Recon **04/30/21**  
| **May ’21** | April Journal Deadline **05/07/21**  
|            | WorkDay reports ready **05/10/21**  
|            | Report Monthly Sales Tax **05/15/21**  
|            | Memorial Day **Closed 05/31/21**  
|            | University Fund Mtnc **05/31/21**  
|            | PCard Reallocation deadline **05/27/21**  
|            | Create eRequest to create FY POs*  
|            | Bank Statement/Recon **05/28/21**  
| **June ’21** | May Journal Deadline **06/07/21**  
|            | WorkDay reports ready **06/08/21**  
|            | Report Monthly Sales Tax **06/15/21**  
|            | PCard Reallocation deadline **06/29/21**  
|            | Bank Statement/Recon **06/30/21**  
|            | Close old FY Purchase Orders  

*POs* - Purchase Orders

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**Yearly Activities Calendar for Financial items**