# Yearly Activities Calendar for Financial Items

## January 19
- New Year’s Day 01/01/19 Closed
- December Journals Due 01/08/19
- eReports ready for print 01/09/19
- Report Monthly Sales Tax 01/15/19
- Martin Luther King Day 01/21/19 Closed
- Reconcile PCard 01/30/19
- County Approp Form 01/31/19
- Close old CY Purchase Orders

## February 19
- January Journal Deadline 02/07/19
- eReports ready for print 02/08/19
- Report Monthly Sales Tax 02/15/19
- Reconcile PCard deadline 02/27/19
- Update non-capital inventory list

## March 19
- February Journal Deadline 03/07/19
- eReports ready for print 03/08/19
- Report Monthly Sales Tax 03/15/19
- Reconcile PCard deadline 03/28/19
- Non Cap Equipment Logs 03/29/19
- 1099-INT forms 03/29/19

## April 19
- March Journal Deadline 04/05/19
- eReports ready for print 04/08/19
- Report Monthly Sales Tax 04/15/19
- Reconcile PCard deadline 04/29/19

## May 19
- April Journal Deadline 05/07/19
- eReports ready for print 05/08/19
- Report Monthly Sales Tax 05/15/19
- Memorial Day 05/27/19 Closed
- Ext Volunteer insurance 05/31/19
- University Fund Mtn 05/31/19
- Reconcile PCard deadline 05/30/19
- Create eRequest to create FY POs*

## June 19
- May Journal Deadline 06/07/19
- eReports ready for print 06/08/19
- Report Monthly Sales Tax 06/15/19
- Reconcile PCard deadline 06/27/19
- Ext Bank Statement/Recon 06/28/19

## July 19
- Independence Day 07/04/19 Closed
- June (1st close) 07/08/2019
- eReports ready (1st Close) 07/09/2019
- Report Monthly Sales Tax 07/15/19
- June (2nd close) Journals 07/18/2019
- eReports ready (2nd Close) 07/19/2019
- Reconcile PCard deadline 07/30/19
- Annual PIERR reports due 07/31/19
- Plan budgets for new fiscal year
- Pull Convenience order list
- Close old FY Purchase Orders

## August 19
- July Journal Deadline 08/07/19
- eReports ready for print 08/08/19
- Report Monthly Sales Tax 08/15/19
- Reconcile PCard deadline 08/29/19
- Extension Insurance Rpt 08/30/19

## September 19
- Labor Day Closed 09/02/2019
- August Journal Deadline 09/06/19
- eReports ready for print 09/09/19
- Report Monthly Sales Tax 09/15/19
- Reconcile PCard deadline 09/27/19

## October 19
- Sept. Journal Deadline 10/07/19
- eReports ready for print 10/08/19
- Report Monthly Sales Tax 10/15/19
- Reconcile PCard deadline 10/30/19

## November 19
- Create eRequest to create CY POs*
- October Journal Deadline 11/07/19
- eReports ready for print 11/08/19
- Veteran’s Day Closed 11/11/2019
- Report Monthly Sales Tax 11/15/19
- Thanksgiving/Columbus Day Closed 11/28-29/2019
- Reconcile PCard deadline 11/26/19

## December 19
- Nov. Journal Deadline 12/06/19
- eReports ready for print 12/09/19
- Report Monthly Sales Tax 12/15/19
- President’s/Christmas Day Closed 12/24-25/2019
- Reconcile PCard deadline 12/30/19
- Bank Statement/Recon 12/30/19