

Year 2022	JUL	AUG	SEP	OCT	NOV	DEC
Paperwork for Cash Receipt/Credit Card <b>due at Foundation</b>	1-Aug	1-Sep	3-Oct	1-Nov	1-Dec	3-Jan
Payment Requests, ICTs, IDT's, Requests for Invoice, Journal Entries, spreadsheets, adjustments, & EOM Reports <b>DUE</b>	3-Aug	2-Sep	5-Oct	3-Nov	2-Dec	4-Jan
PR upload & accruals, <b>PR/HR WEB IDTs DUE</b>	4-Aug	2-Sep	6-Oct	4-Nov	2-Dec	5-Jan
Last Day for AP Posting for Month End <b>DUE</b>	5-Aug	2-Sep	7-Oct	4-Nov	2-Dec	6-Jan
P-Card Posting <b>DUE</b>	5-Aug	2-Sep	7-Oct	4-Nov	2-Dec	6-Jan
Financial Services will have all entries posted by	8-Aug	12-Sep	10-Oct	7-Nov	5-Dec	9-Jan
Post recurring entries, <b>preliminary</b> financial reports for <b>fund 1, 4, 5 &amp; 10</b> available by 12 noon	12-Aug	16-Sep	14-Oct	10-Nov	9-Dec	13-Jan
Assist Managers and Directors in <b>fund 1, 4, 5 &amp; 10</b> with questions, adjustments to accounts due.	16-Aug	20-Sep	18-Oct	15-Nov	13-Dec	17-Jan
<b>Final</b> financial reports for <b>fund 1, 3, 4, 5, 8, 9, 10 &amp; 11</b> available by 3 PM.	18-Aug	22-Sep	20-Oct	17-Nov	15-Dec	19-Jan
Distribute Directors <b>P&amp;L</b> Package	19-Aug	23-Sep	21-Oct	18-Nov	16-Dec	20-Jan
Year 2023	JAN	FEB	MAR	APR	MAY	JUN
Paperwork for Cash Receipt/Credit Card <b>due at Foundation</b>	1-Feb	1-Mar	3-Apr	1-May	1-Jun	Schedule TBA
Payment Requests, ICTs, IDT's, Requests for Invoice, Journal Entries, spreadsheets, adjustments, & EOM Reports <b>DUE</b>	3-Feb	3-Mar	5-Apr	3-May	2-Jun	
PR upload & accruals, <b>PR/HR WEB IDTs DUE</b>	3-Feb	3-Mar	5-Apr	3-May	2-Jun	
Last Day for AP Posting for Month End <b>DUE</b>	3-Feb	3-Mar	7-Apr	5-May	2-Jun	
P-Card Posting <b>DUE</b>	3-Feb	3-Mar	7-Apr	5-May	2-Jun	
Financial Services will have all entries posted by	6-Feb	6-Mar	10-Apr	8-May	12-Jun	
Post recurring entries, <b>preliminary</b> financial reports for <b>fund 1, 4, 5 &amp; 10</b> available by 12 noon	10-Feb	10-Mar	14-Apr	12-May	16-Jun	
Assist Managers and Directors in <b>fund 1, 4, 5 &amp; 10</b> with questions, adjustments to accounts due.	14-Feb	14-Mar	18-Apr	16-May	20-Jun	
<b>Final</b> financial reports for <b>fund 1, 3, 4, 5, 8, 9, 10 &amp; 11</b> available by 3 PM.	15-Feb	15-Mar	19-Apr	17-May	21-Jun	
Distribute Directors <b>P&amp;L</b> Package	17-Feb	17-Mar	21-Apr	19-May	23-Jun	

