

# 2023-2024 TASK CALENDAR AND NOTABLE DEADLINES



September 21 & 22, 2021 | **VIRTUAL**



# Introductions

## ***SPEAKERS***

Charlotte A. Montgomery, CPA, CGMA, SFO  
Chief School Business Official, Ball Chatham CUSD #5



Lisa M. Nobles, SHRM-SCP  
Director of Human Resources, Ball Chatham CUSD #5



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# WHO DO YOU SUPPORT?

- BOARD OF EDUCATION
- SUPERINTENDENT
- BUSINESS OFFICE
  - Payroll
  - Accounts Payable
- HUMAN RESOURCES DEPARTMENT
- DIRECTOR OF A DEPARTMENT
  - Transportation
  - Food Service
  - Security
  - Operations & Maintenance



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# IASBO TASK CALENDAR

**MONTH BY MONTH RESPONSIBILITIES AND DEADLINES**

**WHAT'S CRITICAL?**

**WHAT'S MISSING?**



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# JULY

Quarterly Reports - Payroll and Grants

ESSA Site Based – IWAS FY24 Deadline was August 17th

Tentative budget and comparison to year-end data - any red flags?

WHAT's MISSING:

Anticipated expenditures over \$35,000 require formal bidding, example paper

TRS Rate Update



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# AUGUST

Transportation Claim has a statutory due date of **August 15th** - no exceptions

Present Tentative Budget and set Public Hearing for September  
NOTE: Tentative Budget must be available for public inspection for thirty days prior to Board adopting by September 30th



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# AUGUST Continued

## WHAT'S MISSING:

GATA Audit Certification Due

Distribute Student Accident Forms

EIS opens for online and batch upload (ISBE)



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# SEPTEMBER

File Annual Budget by September 30th

Upload Budget via ISBE's IWAS

EBF Spend Plan and Administrative Limitation are included in this filing

Within 6 days web posting for compensation packages

Prior to October 1st present base salaries and benefits for Superintendent, Administrators, and Teachers

Get ready for open enrollment: required annual notices and SBCs



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# OCTOBER

Annual Financial Report due to ISBE, ROE, and County Clerk by October 15th  
*(External auditors generally will upload the AFR to ISBE)*

Quarterly Reports - Payroll - Grants

WHAT'S MISSING:

Deadline to file Unclaimed Property with Illinois State Treasurer is November 1st

Federal ClearingHouse Tasks for Single Audit Filers

Transportation Claim Correction period opens

October 15 - RIF Survey (ISBE)



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# NOVEMBER

Prepare Tentative Levy

Set Truth in Taxation Hearing

Publish Notice in Local Newspaper - 20 days prior to adoption

*(Can also be done in December depending on Board meeting dates)*

Annual Statement of Affairs (ASA) to be published in local newspaper  
no later than November 30th

ASA is uploaded to ISBE *(External auditors generally upload)*



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# NOVEMBER Continued

## WHAT's MISSING:

Consolidated Year End Financial report (CYEFR)

CYEFR is due in GATA 30 days after ROE deadline of October 15th

GATA 'In Relation' letter due

GATA Auditor Peer Review letter due

November 1 - EIS submission deadline (ISBE)

EEO-5 reporting due (biannual 2024)



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# DECEMBER

Certificate of Levy and Truth in Taxation Certificate is Due to County Clerk by last Tuesday in December - hard deadline

Certificate of Resolution and Resolution to Adopt Levy is maintained for auditors



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# DECEMBER Continued

## WHAT's MISSING:

Units of Local Government Annual Registry Report with the Comptroller  
*(due 180 days after close of fiscal year)*

[www.illinoiscomptroller.gov](http://www.illinoiscomptroller.gov)

Annual Post Issuance Compliance Report is Presented to the Board of Education

IRS Letters to Donations for \$250 and above

December 31 - Annual compliance training deadline (ROE)



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Tax Refund questions? Visit [Find My Refund](#) or contact the



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

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## SUBMIT A REPORT

Select



Select

563

Circuit Clerk Reporting Portal (CCRP)

Comptroller Connect Internet Filing (CCIF)

Fee Imposition Report

Locally Held Funds

PLACE - eFile

Public Accountability Report

Tax Expenditure Report

TIF Reporting (TIF)

WEDGE



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# JANUARY

Quarterly Reports - Payroll - Grants

IMRF Rate Update

W-2s 1099s and 1095s Due to Staff no later than January 31st



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# JANUARY Continued

Statement of Economic Affairs - Prepare names and addresses to report to County Clerk

IDEA Excess Cost Report (*Last year an extension was given for March*)

WHAT'S MISSING:

Update Employee Travel Reimbursement forms to reflect new Federal Mileage and Per Diem rates

Mid-Year Review

Spending Freeze Memo

Letters to Parents on Fees Owed



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# FEBRUARY

W-3 Transmit Wage and Tax Statements

County Clerk sends out the Statement of Economic Interests

*(Remind Individuals due back to County Clerk May 1st)*

WHAT'S MISSING:

ISBE Organizational Risk Assessment in IWAS

*(Must be completed prior to new fiscal year grant applications)*

February 1 - Post OSHA 300A

If Applicable, RFP for External Auditors



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# MARCH

Present Staffing plans - RIF

## WHAT's MISSING:

Memo to Directors and Principals - next year budget are due May 1st

Continue Mid-Year Review for potential budget transfer - budget vs actual

March 31 - eFile ACA 1094s and 1095s



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# APRIL

Quarterly Reports - Payroll - Grants

WHAT's MISSING:

GATA Fiscal and Administrative Internal Control Questionnaire

Must be completed prior to new fiscal year grants

April 15 - Notify teachers of dismissal/RIF (Public Act 103-500)

April 30 - Remove OSHA 300A posting

Amended Budget Prep



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# MAY

Submit IDEA Grant

WHAT's MISSING

Present Tentative Amended Budget

Set Public Hearing Date

Publish Notice and provide public inspection of amended budget for 30 days prior to adoption in June

May 15 - CRDC opens



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# JUNE

## TASK CALENDAR CORRECTION:

State Statute no longer requires Board adoption of Prevailing Wage

End of Fiscal Year - Prep books for closing

## WHAT'S MISSING:

Amended Budget Adoption - same process and filings as Original Budget

Il Department of Human Services (DHS) Step Contract Renewal

Request Rolling Certificates of Disposal for Board Recordings and Security Camera Videos.

June 30 - CRDC due



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# ANYTIME OF YEAR DUE DATES

System for Award Management (SAMs) - everyone has a unique expiration date

Some GATA due dates will differ - Visit site to be up-to-date

Treasurer Bonds renew on different dates - due to ROE in September

Record Retention Disposal Certificates - Secretary of State has requested that organizations consolidate requests to minimize the number that is sent in a year.



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# DYNAMIC HR DATES

COBRA General Notice - within 90 days of coverage start

COBRA Election Notice - within 14 days of learning of qualifying event

Notice of COBRA Unavailability - within 14 days of receipt of request

FMLA Notices - within 5 business days

SPD - within 90 days of coverage start

Plan Documents - within 30 days of written request

Form I-9 Verification - 1st day, but no later than 3rd day of work

ACA Exchange - upon hire

HIPAA Breach Notification - within 60 days of discovery

OSHA Severe Injury Notice - within 24 hours (death within 8 hours)

New Hire Compliance Training - within 30-90 days of hire

Sequence of Honorable Dismissal (SB7) - 75 days before the end of school



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# RESOURCES

<https://www.isbe.net/Pages/Student-Information-System-Key-Dates.aspx>

<https://www.isbe.net/Pages/EIS-Key-Dates.aspx>

<https://www.isbe.net/Documents/key-dates.pdf>

<https://illinoiscomptroller.gov/>

<https://grants.illinois.gov/portal/>

<https://icash.illinoistreasurer.gov/>



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# *Questions and Answers*

*We thank you for your time!*



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