

JULY 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
		Provisional, Seasonal timesheets 6/01-6/30 due Student timesheets 6/16-6/30 due. (July 1)	Revolving fund reimbursement for checks written thru 06/30/09. Post student payroll 6/1-6/15. Classified overtime timesheets due for June.	Post student payroll (6/16-6/30) in AM. Cafeteria inventories as of 6/30/09.	INDEPENDENCE DAY (observed) (District Closed)	
5	6	7	8	9	10	11
	Post provisional, seasonal payroll for June. Signed petty cash & change fund reconciliations due. Remaining A/P invoices & travel claims for 08/09. Post June classified overtime payroll.	Bookstore inventory values at 06/30 with supporting documentation.		Last day to request PHAREDS Payday CS7	4/40 District Closed	
12	13	14	15	16	17	18
	Bookstore G/L reconciliation for June.	BOARD MEETING	Final AP accruals including utilities	Cancel 2008-2009 encumbrances	4/40 District Closed	
19	20	21	22	23	24	25
	Final income and expense transfers and journals thru 06/30.				4/40 District Closed	
26	27	28	29	30	31	
				Final recons due	CLOSE BOOKS	