

December 2024

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

****Denotes Change**** Correction as of 12.2.24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Transfers due by Noon for Wed Payroll Summaries due by Noon	3	4 All Checks Cut	5 Regular Bills due by 4pm	6 Board Bills due by Noon Pay Day Payroll Changes due by Noon	7
8	9 Transfers due by Noon for Wed	10	11 All Checks Cut Payroll Batches Released	12 Regular Bills due by 4pm	13 Final Encumbrances Due **Payroll Summaries due by Noon** Board Bills due by Noon	14
15	16 Transfers due by Noon for Wed All Carry Forward PO'S due by Noon Consumable Inventory to be taken. Due to 1.6.25 to Amy Wesley	17	18 All Checks Cut	19 Regular Bills due by 4pm (Final) **Board Bills due by 4PM (Final)** Final Fund to Fund Transfers due for 2024 4pm Final 2024 Budget Transfers due for 2024 4pm Final Expense/Revenue Correction for 2024 Noon	20 Pay Day Payroll Changes due by Noon	21
22	23 Commission Meeting Moved to this day due to Holiday Purchase Order Clean Up by Noon	24 **All Checks Cut-Final Checks for 2024** **Payroll Batches Released**	25 Holiday-Office Closed 	26	27 **Payroll Summaries due by Noon**	28 MUNIS CLOSED
29 MUNIS CLOSED	30 Commission Meeting Moved to this day due to Holiday MUNIS CLOSED Pay In Cutoff 11AM	31 MUNIS CLOSED	1 Holiday-Office Closed MUNIS CLOSED 	2 MUNIS CLOSED Emergency PO'S Only Issued	3 MUNIS CLOSED	4 MUNIS CLOSED