



PRINCIPAL'S FINANCE YEAR-AT-A-GLANCE | 2016-2017

JULY 2016						
S	M	T	W	Th	F	S
					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						

4 Independence Day

- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile

JANUARY 2017						
S	M	T	W	Th	F	S
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				

2 New Year's Holiday
3-13 Year-Round Off-Track
16 M.L. King Day

- Time Certifications
- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile
- Finance Year-End Circ.

AUGUST 2016						
S	M	T	W	Th	F	S
	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			

29 First Day of School

- SSC Elections *
- Time Certifications
- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile

FEBRUARY 2017						
S	M	T	W	Th	F	S
			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				

17 Lincoln's Birthday
20 Presidents' Day

- SBB Workbooks *
- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				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	

5 Labor Day

- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile

MARCH 2017						
S	M	T	W	Th	F	S
			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	

27-31 Spring Break

- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile

OCTOBER 2016						
S	M	T	W	Th	F	S
						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					

- LCFF / Impact Aid Forms Collection (\$\$)
- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile

APRIL 2017						
S	M	T	W	Th	F	S
						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						

3-25 Year-Round Off-Track

- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile
- Attendance Procedures Circular

NOVEMBER 2016						
S	M	T	W	Th	F	S
		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			

11 Veterans Day
21-25 Thanksgiving Break

- F/Y PAR Deadline
- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile

MAY 2017						
S	M	T	W	Th	F	S
	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			

26 No School
29 Memorial Day

- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile
- Instructional Minutes Circular

DECEMBER 2016						
S	M	T	W	Th	F	S
				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

19-30 Winter Break

- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile

JUNE 2017						
S	M	T	W	Th	F	S
				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	

14 Last Day of School (Trad)
21 Last Day of School (YR)

- Payroll Responsibilities
- ASB Reconcile
- P-Card Reconcile