

December 2025

January 2026

Su	Mo	Tu	We	Th	Fr	Sa
28	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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Transfers due by Noon for Wed	2	3 All Checks Cut	4 Board and Regular Invoices due by 4pm	5 Pay Day Payroll Changes due by Noon	6
7	8 Transfers due by Noon for Wed	9	10 All Checks Cut Payroll Batches Released	11 Board and Regular Invoices due by Noon	12 Payroll Summaries due by Noon	13
14	15 Final Transfers due by Noon for Wed Final Budget Transfers due by Noon Consumable Inventory to be taken	16	17 Final expense and revenue corrections due by Noon Final Checks Cut	18	19 Carry Forward PO'S due by Noon All Blanket PO'S Liquidated Pay Day Payroll Changes due by Noon	20 Munis closed except for payroll or pay-ins. If an emergency arises, please contact Auditor Office.
21	22 Munis Closed	23 Munis Closed Payroll Batches Released	24 Office Closed at Noon Munis Closed	25 Holiday Office Closed- Merry Christmas Munis Closed	26 Office Closed Munis Closed Payroll Summaries due by Noon	27
28	29 Munis Closed	30 Final Pay-Ins due by 11:00 AM Munis Closed	31 Office Closed at Noon Munis Closed	1 Holiday Office Closed- Happy New Year 2026 Munis Closed	2 Munis Closed Pay Day	3