

December 2023

Denotes Change

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Transfers due by Noon for Wednesday	28	29 All Checks Cut Payroll Batches Released	30 Regular Bills Due by 4:00 PM	1 Board Bills Due By Noon	2
3	4 Transfers due by Noon for Wednesday	5	6 All Checks Cut	7 Regular Bills Due by 4:00 PM	8 Board Bills Due By Noon PAYDAY Payroll Changes Due by Noon	9
10	11 Transfers due by Noon for Wednesday	12 **Payroll Batches Released**	13 All Checks Cut	14 Regular Bills Due by 4:00 PM	15 Board Bills Due By Noon **Payroll Summaries due by Noon**	16
17	18 Consumable Inventory to be taken. Due 1/8/24 to Amy W Transfers due by Noon for Wednesday	19 All carry forward PO'S due by Noon	20 All Checks Cut	21 **Regular Bills Due by Noon** **Board Bills Due By Noon**	22 Final Revenue/ Expenditure Corrections Due by Noon Final Transfers due by Noon PAYDAY Payroll Changes Due by Noon	23
24	25 Holiday-Office Closed 	26 **Payroll Batches Released** Purchase Order Clean Up due by Noon	27 Final Checks Cut for 2023	28	29 Final pay ins due to Treasurer by 11 am **Payroll Summaries due by Noon**	30
31	1 Holiday-Office Closed 	2 MUNIS CLOSED Emergency PO'S Only Issued	3 MUNIS CLOSED	4 MUNIS CLOSED	5 MUNIS CLOSED PAYDAY Payroll Changes Due by Noon Board Bills Due By Noon	6