

~ April 2015 ~						
◀ Mar 2015						May 2015 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Closed 2:00-6:00 pm	2	3 <i>Out of State Requisitions Cut-off</i>	4
5	6 Spring Break Week-----	7	8 Closed 2:00-6:00 pm	9	10	11
12	13 Board of Trustees Meeting	14	15 AB86 Qtrly VTEA Perkins Qtrly CTE Transitions Qtrly LAUP Qtrly Enrollment Revenue Report DSS/CalWORKS Qtrly Closed 2:00-6:00 pm	16	17	18
19	20 CCFS320 Report P2	21	22 Closed 2:00-6:00 pm	23	24 Timesheets Due C2J Taxes Due <i>In-State Requisitions Cut-off</i> <i>Warehouse Requisitions Cut-off</i>	25
26	27 State & SUI Qtrly Taxes Due	28 EOY Meeting 2:30-3:30pm	29 Closed 2:00-6:00 pm	30 Nursing Enrollment Annual	Notes:	

- ▶ Purchasing
- ▶ Accounting
- ▶ Purchasing & Accounting
- ▶ Reports Due

~ May 2015 ~						
◀ Apr 2015						Jun 2015 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>E4T Taxes Due</i> <i>C3 Taxes Due</i>	2
3	4 <i>Board Docs Due</i>	5	6 Closed 2:00-6:00 pm	7	8	9
10	11 <i>Board of Trustees Meeting</i>	12	13 <i>15-16 Tentative Budget to BC</i> Closed 2:00-6:00 pm	14	15 <i>CCFS311 Qtrly Government Comp Report (HR) Due</i>	16
17	18 <i>ACBO Spring Conference</i>	19 <i>ACBO Spring Conference</i>	20 <i>ACBO Spring Conference 15-16 Tentative Budget to SP</i> Closed 2:00-6:00 pm	21	22 <i>Categorical PR, Procurement Card, Office Depot Online Open POs & Trip Requests Cut-off</i> <i>Timesheets Due</i>	23
24	LEC	26 <i>Unemployment LEC Report Due</i>	27 Closed 2:00-6:00 pm	28	29	30
31	Notes:					

- ▶ Purchasing
- ▶ Accounting
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- ▶ Reports Due

~ June 2015 ~						
◀ May 2015						Jul 2015 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Board Docs Due Have Una bill faculty bargaining unit for reassign time	2	3 Closed 2:00-6:00 pm	4	5	6
7	8 Board of Trustees Meeting	9	10 Closed 2:00-6:00 pm	11	12 Send reminder to campus invoices due to acctg by 7/2 or may go to next year's budget <i>Mileage Claims & Reimbursement Cutoff</i>	13
14	15 Tentative: Internal Controls Audit VTEA Perkins Qtrly Report Due AB86 Qtrly LAUP Qtrly Final CCFS320 Report DSS/CalWORKS Qtrly	16 Tentative: Internal Controls Audit	17 Tentative: Internal Controls Audit Closed 2:00-6:00 pm	18 Tentative: Internal Controls Audit	19 Tentative: Internal Controls Audit	20
21	22	23	24 Timesheets Due Closed 2:00-6:00 pm	25	26	27
28	29	30	Notes:			
	Notes:					

- ▶ Purchasing
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~ July 2015 ~						
◀ Jun 2015						Aug 2015 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Closed 2:00-6:00 pm	2 Deposits for 14-15 cutoff Capital Project/Roll Overs due	3 Independence Day Holiday	4
5	6 Board Docs Due Prior Year A/P & A/R Reconciliations Due Last Day to Pay Auditable Vouchers	7	8 Closed 2:00-6:00 pm	9	10	11
12	13 Board of Trustees Meeting Post Cash in Bank- Remember Deferred Revenue	14	15 Closed 2:00-6:00 pm	16 PO Mass Cancel	17	18
19	20 PO Report due to AP	21	22 Closed 2:00-6:00 pm	23	24 Timesheets Due	25
26	27 State & Federal Qtrly Taxes Due 14-15 AP Accruals Due w/reconciliation list	28	29 Last day to pay non auditable vouchers Closed 2:00-6:00 pm	30	31 Period 998 Opens Nursing Enrollment Qtrly Foster Care Annual AB86 Annual LAUP Annual Kim's Table Cloth/Deferred Revenue Due	Notes:
31	Notes:					

- ▶ Purchasing
- ▶ Accounting
- ▶ Purchasing & Accounting
- ▶ Reports Due

~ August 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Board Docs Due Close out verification week	4 Close out verification week	5 Close out verification week Closed 2:00-6:00 pm	6 Period 998 Closes Close out verification week	7 Close out verification week	8
9	10 Board of Trustees Meeting Final Reports Reviewed & EOY Closed	11	12 15-16 Adopted Budget to BC Closed 2:00-6:00 pm	13	14 VTEA Final Report CCFS311 Qtrly	15
16	17	18	19 15-16 Adopted Budget to SP Closed 2:00-6:00 pm	20	21	22
23	24 Timesheets Due	25 Unemployment LEC Report EOPS Annual Final Care Annual Final DSPS Annual Final CalWORKS Annual Final	26 Closed 2:00-6:00 pm	27	28	29
30	31 Nursing Enrollment Annual CTE Pathways Annual	Notes:				

- ▶ Purchasing
- ▶ Accounting
- ▶ Purchasing & Accounting
- ▶ Reports Due

~ September 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Labor Day Holiday	2 Closed 2:00-6:00 pm	3	4	5
6	7 Board Docs Due	8 Notify campus of annual auction & asset reinventory (every two years-2016)	9 Closed 2:00-6:00 pm	10	11	12
13	14 Board of Trustees Meeting Board Adopts Budget Begin CCFS311 Annual	15 PY Enrollment Revenue EEO Report	16 Closed 2:00-6:00 pm	17	18	19 Tentatively Scheduled Auction
20	21	22	23 Closed 2:00-6:00 pm	24 Timesheets Due	25 TANF Federal TANF State	26
27	28	29	30 BFAP Report Due Closed 2:00-6:00 pm	Notes:		

More Calendars from WinCalendar.com: [2015 Calendar](#), [2016 Calendar](#), [Web Calendar with Holidays](#)

- ▶ Purchasing
- ▶ Accounting
- ▶ Purchasing & Accounting
- ▶ Reports Due