

Business Managers

Some Things to do in the months of October/November



- 1 Prepare and submit your quarterly federal Cash Management Data Collection by 10/31/2016
- 2 Prepare the quarterly payroll returns DE-9 and DE- 9423 (SUI and SDI) and submit to EDD by 10/31/2016.
Send a copy to SCOE
- 3 Submit Census/Information Day, October 5, 2016, data through CBEDS on line application by 10/31/2016.
- 3 Present enrollment projections to the Board
Use 2016-17 CBEDS (10-5-2016 data) to update historical enrollment charts presented with projections
- 4 If cash available, pay due to/from or temporary interfund loans that were set up at 2015-16 closing
- 5 **First Interim Reports represents activity from 7/1/2016 through 10/31/2016, thus...**
 - ~ **Prior to** October 31, 2016, review and adjust receivables (Objects 92xx) as necessary
 - ~ **Prior to** October 31, 2016, review and adjust payables (Objects 95xx) as necessary
 - ~ **Prior to** October 31, 2016, review all assets and liabilities...
including: reverse deferred revenue (9650); adjust stale dated checks (9515)
- 6 Update your cash flow statement *after* October closes and the changes to actuals in item 5 have been completed.
- 7 Review District/Charter MOU to see what items are calendared for the Fall and follow-up if necessary.
(e.g. annual employment audit, annual program report, student demographic information, etc.)

