

March-24

ACCOUNTING SCHEDULE

POS JOB ROTATION:		SDP PAY DATES:		POS PAY DATES:	
AUTHS: LORI / ANGELA	INVOICES: PAPER: KAREN / SONIA	SDP CHECK RUN:	03/07/24	RESPITE:	03/11/24
AUTHS / IHSS / R&D: PHILLIP / SERGIO Q	MAIL: KAREN / SONIA	SDP CHECK RUN:	03/14/24	WEB CK RUN:	03/18/24
INVOICES: EBILLS: HELEN / KAREN	SPLIT CKS / FOLDERS: SONIA / HELEN	SDP CHECK RUN:	03/19/24	REGULAR RUN:	03/20/24
INVOICES: EBILLS: KALENA / CASSIE	VEND REFUNDS / MO. END: ANITA / HELEN	SDP CHECK RUN:	03/28/24	MONTH END:	03/25/24

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

					1
4	5	6	7	8	
	DEADLINE FOR 03/07 SDP CHECK RUN		SDP CHECK RUN 3/11/2024 TRANSMIT TO BANK		
11	12	13	14	15	
	DEADLINE FOR 03/14 SDP CHECK RUN	MANAGER RETREAT - ALL DAY	SDP CHECK RUN 3/18/2024 TRANSMIT TO BANK	DEADLINE FOR 03/19 SDP CHECK RUN	
18	19	20	21	22	
	SDP CHECK RUN 3/25/2024 TRANSMIT TO BANK	ALL SB STAFF MEETING - 9:00-12:00	**STATE CLAIM**		
	DEADLINE FOR 03/21 SDP CHECK RUN				
25	26	27	28	29	
	DEADLINE FOR 03/28 SDP CHECK RUN		SDP CHECK RUN 4/2/2024 TRANSMIT TO BANK		

April-24

ACCOUNTING SCHEDULE

POS JOB ROTATION:		SDP PAY DATES:		POS PAY DATES:	
AUTHS: LORI / ANGELA	INVOICES: PAPER: KAREN / SONIA	SDP CHECK RUN: 04/04/24	RESPITE: 04/10/24		
AUTHS / IHSS / R&D: PHILLIP / SERGIO Q	MAIL: KAREN / SONIA	SDP CHECK RUN: 04/11/24	WEB CK RUN: 04/18/24		
INVOICES: EBILLS: HELEN / KAREN	SPLIT CKS / FOLDERS: SONIA / HELEN	SDP CHECK RUN: 04/17/24	REGULAR RUN: 04/19/24		
INVOICES: EBILLS: KALENA / CASSIE	VEND REFUNDS / MO. END: ANITA / HELEN	SDP CHECK RUN: 04/24/24	MONTH END: 04/25/24		

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

1	2	3	4	5
CESAR CHAVEZ DAY			SDP CHECK RUN 4/8/2024 TRANSMIT TO BANK	
	DEADLINE FOR 04/04 SDP CHECK RUN			
8	9	10	11	12
			SDP CHECK RUN 4/15/2024 TRANSMIT TO BANK	
	DEADLINE FOR 04/11 SDP CHECK RUN			
15	16	17	18	19
		SDP CHECK RUN 4/19/2024 TRANSMIT TO BANK		
DEADLINE FOR 04/17 SDP CHECK RUN				
22	23	24	25	26
STATE CLAIM		SDP CHECK RUN 4/26/2024 TRANSMIT TO BANK		
DEADLINE FOR 04/24 SDP CHECK RUN				
29	30			
	DEADLINE FOR 05/02 SDP CHECK RUN			

May-24

ACCOUNTING SCHEDULE

POS JOB ROTATION:		SDP PAY DATES:	POS PAY DATES:
AUTHS: LORI / ANGELA	INVOICES: PAPER: KAREN / SONIA	SDP CHECK RUN: 05/02/24	RESPITE: 05/10/24
AUTHS / IHSS / R&D: PHILLIP / SERGIO Q	MAIL: KAREN / SONIA	SDP CHECK RUN: 05/09/24	WEB CK RUN: 05/17/24
INVOICES: EBILLS: HELEN / KAREN	SPLIT CKS / FOLDERS: SONIA / HELEN	SDP CHECK RUN: 05/16/24	REGULAR RUN: 05/20/24
INVOICES: EBILLS: KALENA / CASSIE	VEND REFUNDS / MO. END: ANITA / HELEN	SDP CHECK RUN: 05/23/24	MONTH END: 05/24/24
		SDP CHECK RUN: 05/30/24	

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

		1	2	3
	DEADLINE FOR 05/02 SDP CHECK RUN		SDP CHECK RUN 5/6/2024 TRANSMIT TO BANK	
6	7	8	9	10
	DEADLINE FOR 05/09 SDP CHECK RUN		SDP CHECK RUN 5/13/2024 TRANSMIT TO BANK	
13	14	15	16	17
	DEADLINE FOR 05/16 SDP CHECK RUN		SDP CHECK RUN 5/20/2024 TRANSMIT TO BANK	
20	21	22	23	24
	STATE CLAIM		SDP CHECK RUN 5/28/2024 TRANSMIT TO BANK	
	DEADLINE FOR 05/23 SDP CHECK RUN			
27	28	29	30	31
MEMORIAL DAY			SDP CHECK RUN 6/3/2024 TRANSMIT TO BANK	
	DEADLINE FOR 05/30 SDP CHECK RUN			

June-24

ACCOUNTING SCHEDULE

POS JOB ROTATION:		SDP PAY DATES:		POS PAY DATES:	
AUTHS: LORI / ANGELA	INVOICES: PAPER: ANGELA / PHILLIP / SONIA	SDP CHECK RUN:	06/02/23	RESPITE:	06/09/23
AUTHS / IHSS / R&D: PHILLIP / SERGIO Q	MAIL: PHILLIP / SONIA	SDP CHECK RUN:	06/08/23	WEB CK RUN:	06/16/23
INVOICES: EBILLS: HELEN / PHILLIP	SPLIT CKS / FOLDERS: SONIA / HELEN	SDP CHECK RUN:	06/15/23	REGULAR RUN:	06/20/23
INVOICES: EBILLS: ANGELA / KALENA	VEND REFUNDS / MO. END: ANITA / ANGEL	SDP CHECK RUN:	06/23/23	MONTH END:	06/26/23

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

3	4	5	6	7
				SDP CHECK RUN
		DEADLINE FOR 06/02 SDP CHECK RUN		MAIL 06/02 SDP CHECKS
10	11	12	13	14
			SDP CHECK RUN	
DEADLINE FOR 06/08 SDP CHECK RUN				MAIL 06/08 SDP CHECKS
17	18	19	20	21
		JUNETEENTH DAY	SDP CHECK RUN	**STATE CLAIM**
DEADLINE FOR 06/15 SDP CHECK RUN				MAIL 06/15 SDP CHECKS
24	25	26	27	28
				SDP CHECK RUN
		DEADLINE FOR 06/23 SDP CHECK RUN		MAIL 06/23 SDP CHECKS DEADLINE FOR 06/27 SDP CHECK RUN