

## ASB/QuickBooks Deadlines

- It is expected that copies of the completed monthly reports along with a copy of the bank statement will be scanned to DL - Accounting no later than the following dates:

Month	Deadline	Month	Deadline
August	09/05/2023	February	03/20/2024
September	10/20/2023	March	04/19/2024
October	11/17/2023	April	05/20/2024
November	12/20/2023	May	06/20/2024
December	01/19/2024	June*	07/19/2024
January	02/20/2024	July	08/20/2024

## Sales Tax Deadlines

- It is expected that copies of the completed OP-105 (ASB) OR AF-105 (QkBks) be scanned to DL – Treasury no later than the following dates (which are the 5<sup>th</sup> business day of each month):

Month	Deadline	Month	Deadline
August	09/07/2023	February	03/07/2024
September	10/06/2023	March	04/05/2024
October	11/07/2023	April	05/07/2024
November	12/07/2023	May	06/07/2024
December	01/12/2024	June*	07/12/2024
January	02/07/2024	July	08/07/2024