

Activity Fund Due Dates

Activity Fund Reporting Due Dates:

Month	Deadline	Month	Deadline
August	9/8/2017	February	3/20/2018
September	10/20/2017	March	4/20/2018
October	11/16/2017	April	5/21/2018
November	12/12/2017	May*	6/20/2018
December	1/17/2018	June*	7/20/2018
January	2/20/2018	July	8/20/2018

**Reconciliations may vary by campus*

Sales Tax Reporting Due Date:

- 1) All taxable sales, including tax free sales, collected by the campus shall be remitted by the 5th business day of each month to the Treasury department on Form AF-105 (QuickBooks users) or OP-105 (ASB users), Monthly Collections for Monies Due to KISD. (see Accounting department web page)

Property Management will make contact for Textbook Closeout Inventory

- 1) Deadline for making refunds to parents for textbooks from the campus
- 2) Deadline for writing a check to KISD in settlement of textbook inventory close out
- 3) Transfer remaining balance out of Textbook account into any other campus activity fund account designated by your campus
- 4) See Admin Procedure III-A pg 2 for more information or call Jesus Castaneda – textbook coordinator at 336-0581