

# 2023-2024 Business Office Calendar

## August

8/9 AP cut off  
 8/10 Timesheet cut off  
 8/14 Board Study Session  
 8/15 AP 1 Pay Day  
 8/23 AP cut off  
 8/28 Board Meeting  
 8/31 AP2 Pay Day  
 8/31 Payroll Pay Day

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## October

10/2 Enrollment Count Day 10/4 AP cut off  
 10/9 Board Study Session 10/10 Timesheet cut off  
 10/13 AP1 Pay Day 10/17 Enrollment Due  
 10/18 AP cut off 10/23 Board Meeting  
 10/31 Payroll & AP2 Pay Day

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## December

12/1 Enrollment Count Day 12/11 Timesheet cut off  
 12/11 Board Study Session 12/13 AP cut off  
 12/14 Enrollment Due 12/15 AP1 Pay Day  
 12/18 Board Meeting 12/20-1/2 Winter Break  
 12/29 Payroll Pay Day AP2?

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February

2/1 Enrollment Count Day 2/7 AP cut off  
 2/9 Timesheet cut off 2/12 Board Study Session  
 2/13 Enrollment Due 2/15 AP1 Pay Day  
 2/16 Mid-Winter Break 2/19 Presidents Day  
 2/21 AP Cut off 2/26 Board Meeting  
 2/29 Payroll & AP2 Pay Day

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## April

4/1-5 Spring Break 4/8 Enrollment Count  
 4/8 Board Study Session 4/10 Timesheet cut off  
 4/15 Enrollment Due 4/15 AP1 Pay Day  
 4/17 AP cut off 4/22 Board Meeting  
 4/30 Payroll & AP2 Pay Day

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## June

6/3 Enrollment Count Day. 6/5 AP cut off  
 6/7 Last Day of School 6/10 Timesheet cut off  
 6/10 Board Study Session. 6/13 Enrollment Due  
 6/14 AP1 Pay Day. 6/19 AP cut off  
 6/24 Board Meeting  
 6/28 Payroll and AP2 Pay Day

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## September

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## November

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## January

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## March

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## May

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### KEY

- Enrollment Count Day
- AP cut off
- Board Meeting
- P-223 and P-223H Due
- AP or Payroll Pay Day
- Timesheet cut off

## September

9/5 Labor Day 9/6 AP cut off  
 9/7 Enrollment Count Day 9/8 Timesheet cut off  
 9/11 Board Study Session 9/15 AP1 Pay Day  
 9/20 Enrollment Due 9/20 AP cut off  
 9/25 Board Meeting 9/29 Payroll & AP2 Pay Day

## November

11/1 Enrollment Count Day 11/8 AP cut off  
 11/10 Timesheet cut off 11/10 Veterans Day (ob)  
 11/13 Board Study Session 11/14 Enrollment Due  
 11/15 AP Pay Day 11/21 AP Cut off  
 11/22-24 Thanksgiving Break 11/27 Board Meeting  
 11/30 Payroll & AP2 Pay Day

## January

1/3 Enrollment Count Day 1/3 AP cut off  
 1/8 Board Study Session 1/10 Timesheet cut off  
 1/12 AP Pay Day 1/15 MLK Jr Day  
 1/16 Enrollment Due 1/17 AP cut off  
 1/22 Board Meeting 1/31 Payroll & AP2 Pay Day

## March

3/1 Enrollment Count Day 3/6 AP cut off  
 3/11 Timesheet cut off 3/11 Board Study Session  
 3/15 AP1 Pay Day 3/15 Enrollment Due  
 3/20 AP cut off 3/25 Board Meeting  
 3/29 Payroll & AP2 Pay Day  
 3/29 AP cut off for 4/15 run

## May

5/1 Enrollment Count Day 5/8 AP cut off  
 5/10 Timesheet cut off 5/13 Board Study Session  
 5/15 AP1 Pay Day 5/15 Enrollment Due  
 5/15 AP cut off 5/20 Board Meeting  
 5/27 Memorial Day  
 5/31 Payroll & AP2 Pay Day

### LCSO WILL HOLD ACTIVITIES IN REMEMBRANCE OF THE FOLLOWING DATES

- 9/17** Constitution & Citizenship Day
- 9/26** Native American Day (Swinomish)
- 1/22** Treaty Day (Swinomish)
- 4/22** Earth Day
- 6/14** Flag Day
- 6/19** Juneteenth