

Charter School
Important Financial Items Related Dates (CharterTools)

Revised 6-18-19

1. ACH Deposit Form – **July 15**
2. Annual Contract for Accounting Services – **July 15**
3. Board Approved Budget – **July 31**
4. Annual Audit Contract (Audit Engagement Letter) – **July 31**
5. General Ledger (Previous Fiscal Year) – **July 31**
6. Annual Program Cost Report – **July 31**
7. Previous Fiscal Year Unaudited Financial Statements – **August 1**
8. Annual Financial Statement Audit & Management Letter and Response – **September 30**
9. Annual Capitalized Property Inventory – **September 30**
10. Tax Form 990 (or Extension If Applicable) – **March 31**
11. Monthly/Quarterly Financial Statements and Checklists – **Due within 30 days of Month End**