

JANUARY 2019

ACCOUNTING/PAYROLL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 OFFICE CLOSED	2	3	4 PAYDAY	5
6	7 COMMISH MTG EXPENDITURE INPUTTING—GEMS 2018 BATCH DATE 12/27/2018	8	9	10 11:00am Signed vouchers to Accounting	11	12
13	14 COMMISH MTG EXPENDITURE INPUTTING—GEMS 2018 BATCH DATE 12/28/2018	15	16	17 11:00am Signed vouchers to Accounting	18 DRAW PAYDAY	19
20	21 OFFICE CLOSED EXPENDITURE INPUTTING—GEMS 2019 BATCH DATE 1/28/2019	22 COMMISH MTG	23	24 11:00am Signed vouchers to Accounting	25	26
27	28 COMMISH MTG	29	30 8:30am Budget Meeting	31 Last Day for Voids, Cancels, Refunds & Coding Corrections 12pm		