

Quarterly Financial Timelines Summary

Employee Action/Documents	2022			
	Quarter 1 <i>January 1 to March 31</i>	Quarter 2 <i>April 1 - June 30</i>	Quarter 3 <i>July 1 - September 30</i>	Quarter 4 <i>October 1 to December 31</i>
Employee Expense Reports	April 4	June 28	October 3	December 12
Payroll Time Sheets	March 28	July 4	October 3	December 19
Visa Purchases	April 4	July 4	October 3	January 5
Petty Cash Logs and Floats	April 4	July 4	October 3	January 5
Vehicle and Equipment Usage Reports	April 4	July 4	October 3	January 5
Daily Revenue Reports	April 4	July 4	October 3	January 5
Supplier Invoices (Payment Requisitions)	April 6	July 12	October 11	January 19
Purchase Orders	April 6	July 13	October 11	January 19
Internal Billings	April 6	July 13	October 12	January 21
Request to Invoice - Customer Invoicing & Receipts R2I	April 6	July 13	October 12	January 21
Inventory Counts	N/A	N/A	N/A	January 21
Journal Entries	April 6	July 15	October 13	February 1
Variance & CPR Reporting Available	April 8	July 20	October 19	February 8
Variance & CPR Reporting Due	April 13	July 27	October 28	February 16

Quarterly Variance Reporting to Board of Directors

	<i>May</i>	<i>September</i>	<i>January</i>	<i>February</i>
Agenda Review Team	April 20, 2022	August 24, 2022	TBD	TBD
Executive Committee	May 6, 2022	September 9, 2022	TBD	February 3, 2023
Board of Directors	May 20, 2022	September 23, 2022	January 13, 2023	February 17, 2023