

TRUST FUND CALENDAR

July	1 st Quarter disbursement of Officer Training Monies Trust Funds mailed to fiscal agents. The Professionalism Program will mail letters to regions notifying of projected allocations for the next fiscal year. Three charts will be included: officer counts by agency; breakdown by Region; and the breakdown by Commission-approved formula. Each Region is to submit to the Criminal Justice Professionalism Program a current list of regional training council membership, denoting discipline of each member.
August 15	2 nd Semiannual Report for fiscal year ended June 30 (January - June) is due to the Criminal Justice Professionalism Program <u>no later than August 15.</u>
September	No activity scheduled
October	2 nd Quarter disbursement of Officer Training Monies Trust Funds mailed to fiscal agents.
October 30	Year-End Reports, for fiscal year ended June 30, are due to the Professionalism Program <u>no later than October 30.</u> If there are <u>no encumbered</u> funds this report will be the Final Year-End and should be submitted with payment for any unexpended funds. If <u>any funds are encumbered,</u> then a Preliminary Year-End Report must be prepared and submitted to the Professionalism Program <u>no later than October 30.</u>
November	No activity scheduled
December 31	Expend all funds encumbered as of June 30. Include inventory list of Operating Capital Outlay items purchased during this fiscal year along with Final Year-End Report. (See January 30 Calendar entry)
January	3 rd Quarter disbursement of Officer Training Monies Trust Funds mailed to fiscal agents.
January 30	<u>Final Year end Reports</u> for fiscal year ended June 30 (including expended encumbrances) are due to the Criminal Justice Professionalism Program <u>no later than January 30.</u> Include warrant to cover unexpended funds and inventory list of all items purchased with encumbered funds.

February 1	Projected Regional Operating Budgets for the <u>next</u> fiscal year are due to the Professionalism Program <u>no later than February 1</u> . Staff will approve/disapprove and return to Regions prior to beginning of next fiscal year. The information will be submitted to the Commission for their information in the April Commission Package.
February 15	<u>1st Semiannual Expenditure Reports</u> for the <u>current</u> fiscal year (July - December) are due to the Criminal Justice Professionalism Program <u>no later than February 15</u> .
March 15	No activity scheduled
April	4 th Quarter disbursement of Officer Training Monies Trust Funds mailed to fiscal agents.
May	No activity scheduled
June 30	End of <u>current</u> fiscal year, all funds must be expended or encumbered. Expend all interest monies for budgets approved by Commission for <u>previous</u> fiscal year earnings. Last day to request budget amendments.