

IMPORTANT FINANCIAL REPORTING DEADLINES & REMINDERS

CALENDAR YEAR 2019

DUE DATE	TYPE	REPORTING REQUIREMENT	ENTITY	RESOURCE
Bi-Annual	<i>Reminder</i>	File Business Entity Report - Must file every two years	State of Indiana	IN Biz - Business Entity Filing Info
Friday, January 18, 2019	Deadline	Form 9 Submission Deadline for all IPS for Innovation Schools	IPS	Innovation Network Schools
Thursday, January 31, 2019	Deadline	Form 9 Submission Deadline via DOE Online	DOE	DOE Online
Thursday, January 31, 2019	Deadline	100R Submission via Gateway	SBOA	Gateway Portal/ 100R User Guide
Thursday, January 31, 2019	Deadline	1099 and W-2 Submission Deadlines	IRS	
Thursday, January 31, 2019	Deadline	OEI Quarterly Financials Due - Period Ending Dec 31st	OEI	OEI Reporting Calendar
Friday, February 15, 2019	Deadline	ICSB Quarterly Financial Report Due - Period Ending December 31st	ICSB	ICSB Reporting Requirements
Thursday, February 28, 2019	Deadline	IPS LEA & Non-LEA Innovation Schools - Quarterly Financial Statement - Period Ending Dec 31st; Completed Audit - Prior Year; Copy of Form 9 Submission	IPS	Innovation Network Schools
Tuesday, April 30, 2019	Deadline	OEI Quarterly Financials Due - Period Ending March 31st	OEI	OEI Reporting Calendar
Tuesday, April 30, 2019	Deadline	IPS LEA & Non-LEA Innovation Schools - Quarterly Report using Excel Template	IPS	Innovation Network Schools
Wednesday, May 15, 2019	Deadline	ICSB Quarterly Financial Report Due - Period Ending March 31st	ICSB	ICSB Reporting Requirements
Friday, May 31, 2019	Deadline	IPS LEA & Non-LEA Innovation Schools - Quarterly Financial Statement - Period Ending March 31st; Submit Projected Budget 2019-20 School Year; Copy of Form 990 Submission	IPS	Innovation Network Schools
Sunday, June 30, 2019	Deadline	ICSB Approved 2019-20 Budget Submission Deadline	ICSB	ICSB Reporting Requirements
Friday, July 19, 2019	Deadline	Form 9 Submission Deadline for all IPS for Innovation Schools (Est.)	IPS	Innovation Network Schools
Tuesday, July 30, 2019	Deadline	School Food Authority (SFA) Annual Financial Report (AFR) due 30 days after June 30th via CNP Web	DOE	School Nutrition Login
Wednesday, July 31, 2019	Deadline	Form 9 Submission Deadline via DOE Online for Reporting Period January 1, 2019 - June 30, 2019	DOE	DOE Online
Wednesday, July 31, 2019	Deadline	IPS LEA & Non-LEA Innovation Schools - Submission of Board Approved 2019-20 Budget	IPS	Innovation Network Schools
Wednesday, July 31, 2019	Deadline	IPS Non-LEA Innovation Schools - Submission of Annual Compliance Letter, Board Approved Engagement Letter with Accounting Firm; Verification of Pre-Audit Planning Meeting; Quarterly Report Using Excel Template	IPS	Innovation Network Schools
Wednesday, July 31, 2019	Deadline	OEI Quarterly Financials Due - Period Ending June 30th	OEI	OEI Reporting Calendar
Thursday, August 15, 2019	Deadline	ICSB Quarterly Financial Report Due - Period Ending June 30th	ICSB	ICSB Reporting Requirements
Thursday, August 29, 2019	Deadline	Annual Financial Report (AFR) via Gateway for reporting period for July 1, 2018 - June 30, 2019	SBOA	Gateway Portal/ AFR User Guide
Friday, August 30, 2019	Deadline	IPS LEA and Non-LEA Innovation Schools - Quarterly Financial Statement - Period Ending June 30th	IPS	Innovation Network Schools
Friday, August 30, 2019	Deadline	IPS Non-LEA Innovation Schools - Documentation of Loans/ Outstanding Debt; Copy of Form 9 Submission	IPS	Innovation Network Schools
Sunday, September 15, 2019	<i>Reminder</i>	Fall ADM Count Day	DOE	FALL ADM Count
Tuesday, September 17, 2019	Deadline	Charter Grant Application Deadline - Estimated \$500 per pupil	SBOA	Charter Grant Program Details
Thursday, October 31, 2019	Deadline	OEI Quarterly Financials Reporting Deadline via CAP	OEI	OEI Reporting Calendar
Thursday, October 31, 2019	Deadline	Curricular Material Assistance Report (TB-Report) - Financial Data Required	DOE	Data Reporting Calendar
Friday, November 15, 2019	Deadline	IRS Filing - Form 990 for June 30 Fiscal Year End	IRS	
Friday, November 15, 2019	Deadline	ICSB Quarterly Financial Report Due - Period Ending Sept 30th	ICSB	ICSB Reporting Requirements
Friday, November 29, 2019	Deadline	IPS LEA & Non-LEA Innovation Schools - Quarterly Financial Statement - Period Ending Sept 30th	IPS	Innovation Network Schools
Saturday, November 30, 2019	Deadline	IPS LEA & Non-LEA Innovation Schools - Draft Audit Submitted to SBOA with Evidence of Submission provided to IPS	IPS	Innovation Network Schools
Sunday, December 1, 2019	<i>Reminder</i>	Special Education Count Day	DOE	
Sunday, December 15, 2019	Deadline	Verification Collection Report (VCR) to School Food Authority (SFA) via CNP Web	DOE	School Nutrition Login
Tuesday, December 31, 2019	Deadline	SBOA Annual Audit Report Submission Deadline	SBOA	SBOA Audit Guidelines
Tuesday, December 31, 2019	Deadline	SBOA Annual Audit Report Submission Deadline to OEI and ICSB	Various	SBOA Audit Guidelines
Mid-Year/ End of Year	<i>Reminder</i>	Insurance Renewal Reminder - Update Certificates & Various Policies		
Year Round	<i>Reminder</i>	Various Title Grant Deadlines, Application and Submission Reminders	DOE	Title Grants Due Dates Calendar

All submissions to DOE and SBOA are required to submit to Authorizers, as well.

Legend:	
DOE	ICSB
SBOA	IPS
OEI	EXTRA