



Annual Reporting Calendar 2023 -2024

This Annual Reporting Calendar (formerly known as, and referenced in the Charter Contract as, the Master Calendar of Reporting Requirements) and Supplement includes EMU's authorizer reporting requirements due dates and selected Michigan Department of Education reporting due dates. It is intended to provide a useful planning tool and support your use of Epicenter. The information contained is not exhaustive, and official dates, when announced, may vary from the due dates as displayed in the calendar.

The Calendar and Supplement provide a listing of information and submission timelines **required** by EMU Charter Schools Office from the schools it authorizes. The Calendar and Supplement are not exhaustive, and additional information may be requested from time to time by EMU, as stipulated in the Terms and Conditions, section 1.1(s) and Schedule 4, section 2.02 of the Charter Contract.

CALENDAR CHANGES SUMMARY

Deleted Submission Items:

In an effort to reduce the regulatory burden on the schools authorized by EMU, the Charter Schools office fully reviewed its submission requirements and determined that the the following items were no longer necessary to submit via Epicenter.

1. 31a At-Risk Program Report
2. AR & AP Accounts Receivable and Accounts Payable
3. Business Office Survey (replaced by a new contact form)
4. Certification of Constitution Day
5. Certification of Constitutionally Protected Prayer
6. Deficit Elimination Plan Documents (if applicable)
7. Emergency Drills Log Sheet
8. Emergency Drills – Web Reporting
9. Employee Handbook
10. Student Handbook
11. School Improvement Plan

New Submission Items:

Board-Approved Calendar of Regularly Scheduled Board Meetings - Please note the due date for this new item is May 1, 2024.

Revised Submission Items:

4th Quarter Financials - Please note the due date for this new item will shift to July 31.

ANNUAL REPORTING CALENDAR REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/>	CSO DOCUMENT SUBMISSION
July 06, 2023	<input type="checkbox"/>	Budget Assumption Update – Early Warning (if requested)
July 18, 2023	<input type="checkbox"/>	Days and Clock Hours of Instruction DS4168
July 31, 2023	<input type="checkbox"/>	2022-2023 4th Quarterly Financial Reports Submit to CSO via Epicenter <ul style="list-style-type: none"> • Combined Balance Sheet - All Fund Types plus Long Term Debt and Fixed Asset balances • Statement of Revenue and Expenditures and Changes in Fund Balances - All Governmental Fund Types and Expendable Trust Fund - Budget vs Actual • Trial balance for all funds and account groups; to be submitted electronically in excel format • Revenue Reconciliation-Booked Rev. to State Aid Status Report: State Aid Payment Information • Quarterly Financial Performance Assessment • Bank Statements and Reconciliations by Month
August 15, 2023	<input type="checkbox"/>	Boiler Permit (Actual Permit) – where applicable
August 30, 2023	<input type="checkbox"/>	Elevator Permit - where applicable
August 31, 2023	<input type="checkbox"/>	USDA Planned Assistance Level (PAL) Report
September 1, 2023	<input type="checkbox"/>	Transparency Reporting Certification
September 15, 2023	<input type="checkbox"/>	Emergency Drills Schedule - Certification of Completion
September 15, 2023	<input type="checkbox"/>	Epinephrine Pens Certification
September 16, 2023	<input type="checkbox"/>	SE-4096 Special Education Actual Cost Report Certification
September 20, 2023	<input type="checkbox"/>	SE-4094 Transportation Expenditure Report Certification
September 29, 2023	<input type="checkbox"/>	Asbestos Management Annual Notification
October 1, 2023	<input type="checkbox"/>	Non-Profit Corporation Update Certification
October 6, 2023	<input type="checkbox"/>	2023-2024 Preliminary Head Count- Due in Epicenter
October 11, 2023	<input type="checkbox"/>	Integrated Pest Management Plan - Annual Notice

ANNUAL REPORTING CALENDAR REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/>	CSO DOCUMENT SUBMISSION
October 14, 2023	<input type="checkbox"/>	Pupil Directory and Opt Out certification - academy forms
October 17, 2023	<input type="checkbox"/>	2022-23 Annual Financial Audit, Single Audit, and Management Letter – submitted to EMU
October 17, 2023	<input type="checkbox"/>	Educational Entity Master (EEM) District and School Update
October 18, 2023	<input type="checkbox"/>	School Child Care Program License
October 31, 2023	<input type="checkbox"/>	2023-2024 1 st Quarter Financial Reports Submit to CSO via Epicenter
October 31, 2023	<input type="checkbox"/>	Bond Statements (where applicable)
November 1, 2023	<input type="checkbox"/>	2023-2024 Board-Approved Annual Financial Audit, A-133 Single Audit, Management Letter submitted to MDE and Epicenter (electronic)
November 1, 2023	<input type="checkbox"/>	Financial Information Database (FID) Submission Status Certification
November 4, 2023	<input type="checkbox"/>	Immunization Compliance Certification
November 7, 2023	<input type="checkbox"/>	90-Day Elevator Inspection (where applicable)
November 14, 2023	<input type="checkbox"/>	Asbestos (AHERA) Periodic Surveillance
December 4, 2023	<input type="checkbox"/>	Registry of Educational Personnel (REP) Certification
December 29, 2023	<input type="checkbox"/>	Board Approved Amended Budget – Submit to EMU
December 31, 2023	<input type="checkbox"/>	Qualifying Statement – Submit to: MI Dept of Treasury
January 4, 2024	<input type="checkbox"/>	Department of Treasury Qualifying Statement
January 16, 2024	<input type="checkbox"/>	Emergency Operations Plan review with Law Enforcement
January 30, 2024	<input type="checkbox"/>	Playground Equipment Safety Inspection (where applicable)
January 31, 2024	<input type="checkbox"/>	2023-2024 2 nd Quarter Financial Reports Submit to CSO via Epicenter
January 31, 2024	<input type="checkbox"/>	Bond Statements (where applicable)

MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/>	CSO DOCUMENT SUBMISSION
January 31, 2024	<input type="checkbox"/>	Food Service License
February 4, 2024	<input type="checkbox"/>	Immunization Compliance Certification
February 8, 2024	<input type="checkbox"/>	General Education/Special Education Count Day
February 15, 2024	<input type="checkbox"/>	Application and Enrollment Information
March 1, 2024	<input type="checkbox"/>	Transparency Reporting Certification
March 6, 2024	<input type="checkbox"/>	2022-23 Annual Education Report website posting certification
April 3, 2024	<input type="checkbox"/>	Budget Preparation Timeline
April 10, 2024	<input type="checkbox"/>	90-Day Elevator Inspection (where applicable)
April 30, 2024	<input type="checkbox"/>	2023 – 2024 3 rd Quarter Financial Reports Submit to CSO via Epicenter
May 1, 2024	<input type="checkbox"/>	Bond Statements (where applicable)
May 12, 2024	<input type="checkbox"/>	Asbestos (AHERA) Periodic Surveillance
May 31, 2024	<input type="checkbox"/>	Notice of Open Enrollment Certification of Completion
May 31, 2024	<input type="checkbox"/>	QPRG Academy Personnel Audits
May 31, 2024	<input type="checkbox"/>	QPRG Facility Review Audits
June 26, 2024	<input type="checkbox"/>	Budget - Legal Notice for Public Hearing
June 30, 2024	<input type="checkbox"/>	2023-24 Board Approved Amended Budget due to EMU
June 30, 2024	<input type="checkbox"/>	2024-25 Board Approved Budget due to MDE and EMU
July 1, 2024	<input type="checkbox"/>	MSDS EOY collection Certification confirmation
July 3, 2024	<input type="checkbox"/>	EDEP - Monthly Update Report
July 3, 2024	<input type="checkbox"/>	Registry of Educational Personnel (REP) Confirmation
July 3, 2024	<input type="checkbox"/>	School Infrastructure Database (SID) certification
July 31, 2024	<input type="checkbox"/>	2023 - 2024 4 th Quarter Financial Reports (not GAAP:) Submit to CSO via Epicenter

ADDITIONAL REQUIREMENTS

The following documents require submission within a certain time frame or number of days following school board action or other occurrences, or Academy specific requirements (e.g. Deficit Elimination Plans) as scheduled for individual academies in Epicenter.

DUE DATE	CSO DOCUMENT SUBMISSION
TBD	Reauthorization Materials and Management Contract Submission for Review Certification
5 days prior	Board meeting agendas and all board meeting materials distributed to board members for action or consideration at a regularly scheduled meeting
5 days following a board meeting	Signed and approved Minutes from Board Meetings
Immediately following receipt or execution	Loan/Note Agreements and Transcripts
Immediately following receipt or execution	Audit Firm Engagement Letter
Immediately following receipt or execution	Contracts for Banking Services and Investment Management
Immediately following receipt or execution	Certificates of Insurance [General/Public Liability, Errors & Omissions (Including Directors & Officers, and School Leaders Errors & Omissions), Auto Liability (Owned & Non-Owned), Workers' Compensation, Crime (Including Employee Dishonesty), Employment Practices Liability, Property] Upon request, insurance policies must be submitted to EMU's contracted reviewer
Immediately following receipt or execution	Construction/Renovation Contracts, see below if over \$150,000
Immediately following receipt or execution	Grant Awards from Federal, State, Local or Private Sponsors (If not passed through MDE or ISD)
Immediately following receipt or execution	New or revised Board Policies
Immediately following receipt or execution	Other Contracts or Agreements, see below if over \$150,000
Immediately following receipt or execution	List of Items Bid over annually revised competitive bid threshold or supplies, material, or equipment, or over annually revised competitive bid threshold for construction, addition, renovation, or repair; and Winning Vendor (name, address and total bid amount,) see below if over \$150,000
As Scheduled in Epicenter for individual academies	Extended Deficit Elimination Plan - Monthly Update (if requested) Hylant Insurance Policy Submission Insurance - ACORD Certificate of Liability – Academy Insurance - ACORD Certificate of Liability – ESP Facilities Lease or Deed Bond Statements

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DUE DATE	CSO DOCUMENT SUBMISSION
30 days prior to execution	At least 30 days prior to execution, an ESP/CMO agreement or amendment must be submitted to EMU and notification received from EMU that it has not been disapproved
30 days prior to execution	At least 30 days prior to execution, a Lease agreement or amendment must be submitted to EMU and notification received from EMU that it has not been disapproved
30 days prior to execution	At least 30 days prior to execution, any agreement exceeding \$150,000 with payments over more than 1 year, must be submitted to EMU and notification received from EMU that it has not been disapproved
Within 10 days of receipt by PSA	Copies of all complaints or legal actions whether filed in court or with an administrative agency.
Within 10 days of receipt by PSA	Copies of any correspondence from any governmental agency, requiring a response and copies of the response.