



ALABAMA DEPARTMENT OF
**Early Childhood
Education**

Honorable Kay Ivey, Governor
Barbara J. Cooper, Ph.D., Secretary

DATE: August 2, 2021
TO: ADECE Staff
FROM: Secretary Barbara Cooper *BJC*
RE: *Updated* Accounting Deadlines for FY 2021

The end of Fiscal Year 2021 is rapidly approaching. Here are some important dates to follow and add to your calendar:

- **July 30th** – is the ADECE purchasing deadline. This includes books, materials, and equipment. If you are planning to purchase any of these items, you should meet with Eria White by June 28th to determine the documentation needed.
- **August 1st and August 16th**- There will be no new staff starting on either of these dates. After July 16th, new staff will begin September 1st.
- **August 27th**- is when All FY 2021 invoices through July 31st are due to Accounting for processing. *Any invoices received after this date will be held and processed beginning October 1st.*
- **September 1st** – is when ALL check cancellations or duplicate check requests for vendors and grantees are due. *If any grantees didn't receive payments this is the last date to request a duplicate check be issued.*
- **September 14th**- is when All funds being returned to the ADECE for any reason must be mailed back to the Department. Any funds received after September 30th will be returned to the State and the ADECE will **not** be able to spend them. *If you know of any funds being returned, please let Dianna Tullier know so we can monitor whether or not we receive them.*
- **October 8th** is the last day to submit invoices for contractual work for August and September.
- **October 30th** is the absolute last day to submit ALL travel reimbursement forms for any travel in fiscal year 2021. Travel submitted after this date may **not** be reimbursed.
- **November 1st**- is the absolute last day to submit and FY 2021 payment documents to Accounting (invoices, travel forms, grant payments etc). *Any documents received after this date must be submitted to the Board of Adjustments for payment authorization with Secretary Cooper's approval.*

If you have any questions about these deadlines, please see Dianna Tullier to address your concerns.

cc: Dr. Pamela Truelove-Walker, Senior Director
Dianna Tullier, Senior Director