



## **Fiscal Activity Schedule (Revised June 2025)**

The following information is utilized in planning, supervising and reimbursing programs. Where possible, data collection is coordinated with the North Dakota Department of Public Instruction (DPI). Failure to meet the deadlines outlined below will lead to a forfeiture of funding.

### **July**

- 1 – New Fiscal Year
- 1 – Approved State Funded and Carl Perkins Annual Plans issued

### **September**

- 15 – Current year master teaching schedules, course outlines and previous year industry advisory minutes and rosters due (Existing programs)
- 15 – Current year master teaching schedules, course outlines and teacher contracts due (new, expanding, transferred, and reinstated programs)
- 15 – New, Expanding, Reinstated, and Transferring Program request due.
- 15 – Previous Year's Annual Expenditure Report due

### **October**

- 1 – Carl Perkins Revised Budgets available
- 15 – Maintenance of Effort Data due from Postsecondary Institutions
- 15 – Carl Perkins Revised Budgets including equipment and instructional material requests due

### **November**

- 15 – NDCTE State Staff Program Quality Review Complete

### **December**

- 31 – All existing program payments have been issued

### **February**

- 1 – Deadline for equipment and instruction materials purchases (Perkins)

### **March**

- 31 – Preliminary Funding Levels Published
- 31 – Perkins Comprehensive Local Needs Assessment needs to be completed

### **April**

- 1 – Carl Perkins allocations issued to schools. (If available)
- 1 – New, Expanding, Reinstated and Transferring Requests due
- 30 – Upcoming Carl Perkins Budgets and equipment and instructional materials due
- 30 – Perkins Local Applications due

### **May**

- 1 – New, Expanding, Reinstated, and Transferred State Funded and Carl Perkins Reimbursement Claims issued
- 31 – Revised Funding Levels Published (If necessary)
- 31 – NDCTE Staff Perkins Local Application review complete

### **June**

- 1 – Carl Perkins Reimbursement Claims due
- 30 – State Funding Reimbursement Claims and Advisory Committee minutes and rosters due
- 30 – End of Fiscal Year

A preliminary payment will be made the first week of October to Area Career and Technology Centers.