

# CFY 2023 - 2024 REPORTS CALENDAR

Created: 10/1/2023

## FIRST QUARTER

### OCTOBER

WK	Su	Mo	Tu	We	Th	Fr	Sa
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

### November

WK	Su	Mo	Tu	We	Th	Fr	Sa
5				1	2	3	4
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
9	26	27	28	29	30		

### December

WK	Su	Mo	Tu	We	Th	Fr	Sa
9						1	2
10	3	4	5	6	7	8	9
11	10	11	12	13	14	15	16
12	17	18	19	20	21	22	23
13	24	25	26	27	28	29	30
14	31						

Oct 9	Columbus Day
Nov 11	Veterans Day
Nov 23-24	Thanksgiving
Dec 25	Christmas Day

**M Monthly Reports:**  
 Expenditure & Collections (EC)  
 Outputs/Subcases  
 Ch 2008-111, L.O.F.  
 Civil Indigence

## SECOND QUARTER

### JANUARY

WK	Su	Mo	Tu	We	Th	Fr	Sa
14		1	2	3	4	5	6
15	7	8	9	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30	31			

### February

WK	Su	Mo	Tu	We	Th	Fr	Sa
18					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29		

### March

WK	Su	Mo	Tu	We	Th	Fr	Sa
22						1	2
23	3	4	5	6	7	8	9
24	10	11	12	13	14	15	16
25	17	18	19	20	21	22	23
26	24	25	26	27	28	29	30
27	31						

Jan 01	New Year's Day
Jan 15	M L King Day
Feb 19	Washington's Birthday
Mar 29	Good Friday
Mar 31	Easter

**Q Quarterly Reports:**  
 (Oct, Jan, Apr, Jul)  
 Collections Performance  
 Outputs Timeliness  
 Juror Management Performance

**Q** (Due on 10th of Oct, Jan, Apr, Jul)  
 Jury Management Reimbursement

## THIRD QUARTER

### APRIL

WK	Su	Mo	Tu	We	Th	Fr	Sa
27		1	2	3	4	5	6
28	7	8	9	10	11	12	13
29	14	15	16	17	18	19	20
30	21	22	23	24	25	26	27
31	28	29	30				

### May

WK	Su	Mo	Tu	We	Th	Fr	Sa
31				1	2	3	4
32	5	6	7	8	9	10	11
33	12	13	14	15	16	17	18
34	19	20	21	22	23	24	25
35	26	27	28	29	30	31	

### June

WK	Su	Mo	Tu	We	Th	Fr	Sa
35							1
36	2	3	4	5	6	7	8
37	9	10	11	12	13	14	15
38	16	17	18	19	20	21	22
39	23	24	25	26	27	28	29
40	30						

May 27	Memorial Day
June 19	Juneteenth Independence Day

**Q** Quarterly s. 318.18(13), F.S. (30th day after end of Qtr)

**A Annual Reports:**  
 Annual Financial Receipts (on Sep Outputs report)  
 Annual Continuous Case Workload (Dec 1)  
 Annual Collection Agent (Dec 1)  
 Audited Comprehensive Financial Report - Complete by Jun 30 (Jul 20 to CCOQ)  
 Fiscal Management Measures (Sep 30)

## FOURTH QUARTER

### JULY

WK	Su	Mo	Tu	We	Th	Fr	Sa
40		1	2	3	4	5	6
41	7	8	9	10	11	12	13
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31			

### August

WK	Su	Mo	Tu	We	Th	Fr	Sa
44					1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	31

### September

WK	Su	Mo	Tu	We	Th	Fr	Sa
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
53	29	30					

Jul 04	Independence Day
Sep 2	Labor Day

# CFY 2023 - 2024 REPORTS DUE BY MONTH

Created: 10/1/2023

## October:

Expenditure & Collections (EC)  
Outputs/Subcases + **Financial Receipts**  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

Quarterly Collections Performance  
Quarterly Outputs Timeliness  
Quarterly Juror Management Performance  
Jury Management Reimbursement  
Quarterly s. 318.18(13), F.S.

Annual Financial Receipts  
(Cell "O7" on **Outputs Monthly Worksheet**)

## November:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

## December:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

Annual Continuous Case Workload (**Dec 1**)  
Annual Collection Agent (**Dec 1**)

## January:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

Quarterly Collections Performance  
Quarterly Outputs Timeliness  
Quarterly Juror Management Performance  
Jury Management Reimbursement  
Quarterly s. 318.18(13), F.S.

## February:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

## March:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

## April:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

Quarterly Collections Performance  
Quarterly Outputs Timeliness  
Quarterly Juror Management Performance  
Jury Management Reimbursement  
Quarterly s. 318.18(13), F.S.

## May:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

## June:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

Audited Comprehensive Financial Report  
**Complete by Jun 30**

## July:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

Quarterly Collections Performance  
Quarterly Outputs Timeliness  
Quarterly Juror Management Performance  
Jury Management Reimbursement  
Quarterly s. 318.18(13), F.S.

Audited Comprehensive Financial Report  
**Jul 20 to CCOC**

## August:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

## September:

Expenditure & Collections (EC)  
Outputs/Subcases  
Ch. 2008-111, L.O.F.  
Civil Indigence Tracking

Fiscal Management Measures (**Sep 30**)